****

**Instructions for use:**

1. Select "file"

2. Select "Make a copy"

3. Customize

|  |
| --- |
| **2 WEEKLY TIMESHEET** |
|  |  |  |  |  |  |  |  |
|  |  | **Name:** | **Month:** |  |  |
|  |  | **Manager:** | **Hourly Rate ($):** |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Start Time** | **End Time** | **Regular Hours** | **OT Hours** | **Total Hours** | **Amount Earned** | **Notes** |
| 1 |  |  |  |  | 0 | $0.00 |  |
| 2 |  |  |  |  | 0 | $0.00 |  |
| 3 |  |  |  |  | 0 | $0.00 |  |
| 4 |  |  |  |  | 0 | $0.00 |  |
| 5 |  |  |  |  | 0 | $0.00 |  |
| 6 |  |  |  |  | 0 | $0.00 |  |
| 7 |  |  |  |  | 0 | $0.00 |  |
| 8 |  |  |  |  | 0 | $0.00 |  |
| 9 |  |  |  |  | 0 | $0.00 |  |
| 1st Week Totals | 0 | 0 | 0 | $0.00 |  |
| 11 |  |  |  |  | 0 | $0.00 |  |
| 12 |  |  |  |  | 0 | $0.00 |  |
| 13 |  |  |  |  | 0 | $0.00 |  |
| 14 |  |  |  |  | 0 | $0.00 |  |
| 15 |  |  |  |  | 0 | $0.00 |  |
| 16 |  |  |  |  | 0 | $0.00 |  |
| 17 |  |  |  |  | 0 | $0.00 |  |
| 18 |  |  |  |  | 0 | $0.00 |  |
| 19 |  |  |  |  | 0 | $0.00 |  |
| 20 |  |  |  |  | 0 | $0.00 |  |
| 2nd Week Totals | 0 | 0 | 0 | $0.00 |  |
| **Final Hours** | **0** | **0** | **0** | **$0.00** | **–** |
|  |  |  |  |  |  |  |  |
| **Employee's signature:** | **Manager's signature:** |  |  |
|  |  |
|  |  |
|  |  |  |  |  |  |  |  |
| *\*Don't fill out the* ***Monthly Totals*** *row as the cell values are automatically calculated based on the* ***Hourly Rate****,* ***Regular Hours****, and* ***OT Hours*** *cells.* |  |  |
|  |  |  |  |  |  |  |  |