****

**Instructions for use:**

1. Select "file"

2. Select "Make a copy"

3. Customize

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
| **SEMI MONTHLY 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 |  |
| 10 |  |  |  |  | 0 | $0.00 |  |
| 11 |  |  |  |  | 0 | $0.00 |  |
| 12 |  |  |  |  | 0 | $0.00 |  |
| 13 |  |  |  |  | 0 | $0.00 |  |
| 14 |  |  |  |  | 0 | $0.00 |  |
| 15 |  |  |  |  | 0 | $0.00 |  |
| Semi Monthly Totals | | | 0 | 0 | 0 | $0.00 |  |
| Total Pay | | |  | | | | |
| 16 |  |  |  |  | 0 | $0.00 |  |
| 17 |  |  |  |  | 0 | $0.00 |  |
| 18 |  |  |  |  | 0 | $0.00 |  |
| 19 |  |  |  |  | 0 | $0.00 |  |
| 20 |  |  |  |  | 0 | $0.00 |  |
| 21 |  |  |  |  | 0 | $0.00 |  |
| 22 |  |  |  |  | 0 | $0.00 |  |
| 23 |  |  |  |  | 0 | $0.00 |  |
| 24 |  |  |  |  | 0 | $0.00 |  |
| 25 |  |  |  |  | 0 | $0.00 |  |
| 26 |  |  |  |  | 0 | $0.00 |  |
| 27 |  |  |  |  | 0 | $0.00 |  |
| 28 |  |  |  |  | 0 | $0.00 |  |
| 29 |  |  |  |  | 0 | $0.00 |  |
| 30 |  |  |  |  | 0 | $0.00 |  |
| 31 |  |  |  |  | 0 | $0.00 |  |
| Semi Monthly Totals | | | 0 | 0 | 0 | $0.00 |  |
| Total Pay | | |  | | | | |
|  |  |  |  |  |  |  |  |
| **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.* | | | | | |  |  |
|  |  |  |  |  |  |  |  |