



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:
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**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.*