**BIWEEKLY TIMESHEET TEMPLATE**

**FOR MULTIPLE EMPLOYEES**

|  |  |
| --- | --- |
| **EMPLOYEE NAME** | **EMPLOYEE DEPT** |
|  |  |
| **WEEK 1 START** | **WK 1 HOURS** | **WEEK 2 START** | **WK 2 HOURS** |
|  |  |  |  |
| **WK 1** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
| **SHIFT** |  |  |  |  |  |  |  |
| **IN** |  |  |  |  |  |  |  |
| **OUT** |  |  |  |  |  |  |  |
| **BREAK** |  |  |  |  |  |  |  |
| **LUNCH** |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |
| **WK 2** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
| **SHIFT** |  |  |  |  |  |  |  |
| **IN** |  |  |  |  |  |  |  |
| **OUT** |  |  |  |  |  |  |  |
| **BREAK** |  |  |  |  |  |  |  |
| **LUNCH** |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |
| **EMPLOYEE NAME** | **EMPLOYEE DEPT** |
|  |  |
| **WEEK 1 START** | **WK 1 HOURS** | **WEEK 2 START** | **WK 2 HOURS** |
|  |  |  |  |
| **WK 1** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
| **SHIFT** |  |  |  |  |  |  |  |
| **IN** |  |  |  |  |  |  |  |
| **OUT** |  |  |  |  |  |  |  |
| **BREAK** |  |  |  |  |  |  |  |
| **LUNCH** |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |
| **WK 2** | **SUN** | **MON** | **TUES** | **WED** | **THURS** | **FRI** | **SAT** |
| **SHIFT** |  |  |  |  |  |  |  |
| **IN** |  |  |  |  |  |  |  |
| **OUT** |  |  |  |  |  |  |  |
| **BREAK** |  |  |  |  |  |  |  |
| **LUNCH** |  |  |  |  |  |  |  |
| **TOTAL** |  |  |  |  |  |  |  |

|  |
| --- |
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