**SIMPLE BIWEEKLY TIMESHEET TEMPLATE **

|  |  |  |  |
| --- | --- | --- | --- |
| **COMPANY NAME** |  | **EMPLOYEE ID** |  |
| **EMPLOYEE NAME** |  | **END DATE** |  |
| **START DATE** |  |   |   |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **WEEK ONE** |
| **DATE** | **DAY OF THE WEEK** | **TIME IN** | **TIME OUT** | **LUNCH** | **TIME IN** | **TIME OUT** | **TOTAL HOURS** |
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|   |   |   |   | **WEEK ONE TOTAL** | 44.00 |   |   |
|  |  |  |  |  |  |  |  |
| **WEEK TWO** |
| **DATE** | **DAY OF THE WEEK** | **TIME IN** | **TIME OUT** | **LUNCH** | **TIME IN** | **TIME OUT** | **TOTAL HOURS** |
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|  |  |  |  | **WEEK TWO TOTAL** |  |  |   |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **TOTAL BILLABLE HOURS** |  |  |   |

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