**SIMPLE BIWEEKLY TIMESHEET TEMPLATE [](https://www.smartsheet.com/try-it?trp=11550&utm_source=integrated+content&utm_campaign=/content/microsoft-word-timesheet-templates&utm_medium=Simple+Biweekly+Timesheet+Example+doc+11550&lpa=Simple+Biweekly+Timesheet+Example+doc+11550&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **COMPANY NAME** | Smith Corp. | | | **EMPLOYEE ID** | 1010101 | | |
| **EMPLOYEE NAME** | Jimmy Johnson | | | **END DATE** | 12/19/26 | | |
| **START DATE** | 12/7/26 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **WEEK ONE** | | | | | | | |
| **DATE** | **DAY OF THE WEEK** | **TIME IN** | **TIME OUT** | **LUNCH** | **TIME IN** | **TIME OUT** | **TOTAL HOURS** |
| 12/7/26 | Monday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/8/26 | Tuesday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/9/26 | Wednesday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/10/26 | Thursday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/11/26 | Friday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/12/26 | Saturday | 9:00 AM | 1:00 PM |  |  |  | 4.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **WEEK ONE TOTAL** | 44.00 |  |  |
|  |  |  |  |  |  |  |  |
| **WEEK TWO** | | | | | | | |
| **DATE** | **DAY OF THE WEEK** | **TIME IN** | **TIME OUT** | **LUNCH** | **TIME IN** | **TIME OUT** | **TOTAL HOURS** |
| 12/14/26 | Monday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/15/26 | Tuesday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/16/26 | Wednesday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/17/26 | Thursday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/18/26 | Friday | 9:00 AM | 11:00 AM |  | 12:00 PM | 6:00 PM | 8.00 |
| 12/19/26 | Saturday | 9:00 AM | 1:00 PM |  |  |  | 4.00 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **WEEK TWO TOTAL** | 44.00 |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | **TOTAL BILLABLE HOURS** | 88.00 |  |  |

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