

Biweekly Timesheet											
Name:	Jeff Budge										
Pay Period Starting Date:											
Date	Saturday 1/0/00	Sunday 1/1/00	Monday 1/2/00	Tuesday 1/3/00	Wednesday 1/4/00	Thursday 1/5/00	Friday 1/6/00	Weekly Totals	Biweekly Totals		
Time In									0.00	Total Time Worked	0.00
Time Out										Leave time: PTO	0
Time In										Leave time: Sick	0
Time Out										Leave time: Holiday	0
Time In										Leave time: Other	0
Time Out										Total Time	0.00
Total Time Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Leave time: PTO										0	
Leave time: Sick									0		
Leave time: Holiday									0		
Leave time: Other (include explanation in notes)									0		
Total Daily Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Date	Saturday 1/7/00	Sunday 1/8/00	Monday 1/9/00	Tuesday 1/10/00	Wednesday 1/11/00	Thursday 1/12/00	Friday 1/13/00	Weekly Totals			
Time In									0.00		
Time Out										0	
Time In										0	
Time Out										0	
Time In										0	
Time Out										0	
Total Time Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Leave time: PTO										0	
Leave time: Sick									0		
Leave time: Holiday									0		
Leave time: Other (include explanation in notes)									0		
Total Daily Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
Notes:											
By entering my initials below, I attest that this time sheet is complete and accurate to the best of my knowledge.											
Employee Initials:					Supervisor Initials:						
Date Submitted by Employee:					Date Approved by Supervisor:						