



**SERVANTHR**

*Creating Freedom to Focus!*

**EMPLOYEE TIME SHEET - BIWEEKLY**

Employee Name: \_\_\_\_\_

Client: \_\_\_\_\_

Location: \_\_\_\_\_

<i>Day of Week</i>	<i>Date</i>	<i>In</i>	<i>Out</i>	<i>In</i>	<i>Out</i>	<i>Total Hours</i>
<b>SUNDAY</b>						
<b>MONDAY</b>						
<b>TUESDAY</b>						
<b>WEDNESDAY</b>						
<b>THURSDAY</b>						
<b>FRIDAY</b>						
<b>SATURDAY</b>						
Weekly Total:						

<i>Day of Week</i>	<i>Date</i>	<i>In</i>	<i>Out</i>	<i>In</i>	<i>Out</i>	<i>Total Hours</i>
<b>SUNDAY</b>						
<b>MONDAY</b>						
<b>TUESDAY</b>						
<b>WEDNESDAY</b>						
<b>THURSDAY</b>						
<b>FRIDAY</b>						
<b>SATURDAY</b>						
Weekly Total:						

Total Pay Period Regular Hours	
Total Pay Period Overtime Hours	
Total Pay Period Additional Hours (Vacation, Holiday, Sick, Personal, Other: _____)	
<b>TOTAL HOURS FOR WEEK</b>	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date