

# Bi-weekly Timesheet for Hourly Employees

Employee Name	
Employee ID #	
Pay Period	
Position Number	
Time Queue	

Enter hours below. Do not put time of day worked.

<b>Week 1</b>								
<b>Earnings Type</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	<b>Total Used</b>
Regular Pay								
Total Hours								
<b>Week 2</b>								
<b>Earnings Type</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	<b>Total Used</b>
Regular Pay								
<b>Total Hours</b>								

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

\_\_\_\_\_  
Supervisor Signature - **MANDATORY** Date

\_\_\_\_\_  
Budget Manager Signature - **MANDATORY** Date