

Biweekly Timesheet Template

Name: _____ Business / team: _____ Period starting: _____ Regular hours per day: [8]

Date	Day	Project / client	Start	End	Break (min)	Total hours	Regular hours	Overtime hours	Notes
2026-07-13	Monday								
2026-07-14	Tuesday								
2026-07-15	Wednesday								
2026-07-16	Thursday								
2026-07-17	Friday								
2026-07-18	Saturday								
2026-07-19	Sunday								
2026-07-20	Monday								
2026-07-21	Tuesday								
2026-07-22	Wednesday								
2026-07-23	Thursday								
2026-07-24	Friday								
2026-07-25	Saturday								
2026-07-26	Sunday								
Period total									

Employee signature: _____ Manager approval: _____

This template is a general work record, not legal, payroll, tax, or labor-law advice.