

SolutionsForSecretaries.Com
Bi-Weekly Time Sheet

Name _____

Day	Date	Morning		Afternoon		Evening		Daily Hours	Comments & Explanations
		Time In	Time Out	Time In	Time Out	Time In	Time Out		
Saturday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Sunday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Monday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Tuesday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Wednesday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Thursday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Friday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Weekly Total Hours Worked									

Day	Date	Morning		Afternoon		Evening		Daily Hours	Comments & Explanations
		Time In	Time Out	Time In	Time Out	Time In	Time Out		
Saturday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Sunday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Monday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Tuesday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Wednesday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Thursday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Friday	_____	_: _:	_: _:	_: _:	_: _:	_: _:	_: _:		_____
Weekly Total Hours Worked									

Employee Signature _____

Supervisor Signature _____