**Bi-Weekly Timesheet**

Week Starting:

|  |
| --- |
|  |

Employee Id: Employee Name: Supervisor Name:

|  |  |  |
| --- | --- | --- |
|  |  |  |

Organization:

|  |
| --- |
|  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Day of the week** | **Client/Project** | **Task** | **Work Details** | **Check-In Time** | **Check-Out Time** | **Break Hours** | **Total Hours** | **Non-Billable Hours** | **Total Work Hours** |
| Sun |  |  |  |  |  |  |  |  |  |
| Mon |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |
| Thurs |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |  |  |  |
| Sun |  |  |  |  |  |  |  |  |  |
| Mon |  |  |  |  |  |  |  |  |  |
| Tue |  |  |  |  |  |  |  |  |  |
| Wed |  |  |  |  |  |  |  |  |  |
| Thurs |  |  |  |  |  |  |  |  |  |
| Fri |  |  |  |  |  |  |  |  |  |
| Sat |  |  |  |  |  |  |  |  |  |
| **Weekly Total** | **3** |  |  |  |

Comments:

|  |
| --- |
|  |

Employee Signature: Date:

|  |  |
| --- | --- |
|  |  |

Supervisor Signature: Date:

|  |  |
| --- | --- |
|  |  |

[**Try OfficeClip Free Online Timesheet Software**](https://bit.ly/3oumY7H)