**Semi-Monthly Timesheet (16-31):**

Month/Year:

|  |
| --- |
|  |

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** |
| 16 |  |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |  |  |  |
| 25 |  |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |  |
| 27 |  |  |  |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |  |  |  |
| 29 |  |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  |  |  |  |  |  |
| **Total:** | **3** |  |  |  |

Comments:

|  |
| --- |
|  |

Employee Signature: Date:

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

Supervisor Signature: Date:

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

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