ClockSlate

Biweekly timesheet

14 daily entries | Blank printable form | A4

Employee: _____

Project / department: _____

Period starts: _____

Workweek starts on: _____

Week 1

Date	Day	Start	End	Break (min)	Net HH:MM

Week 1 total: _____

Regular: _____ Overtime: _____

Week 2

Date	Day	Start	End	Break (min)	Net HH:MM

Week 2 total: _____

Regular: _____ Overtime: _____

Period total: _____

OT threshold per week: _____ hours

Employee signature: _____

Approved by: _____

Use two complete workweeks. Net time = elapsed time minus unpaid break. An end earlier than the start means the next day. Calculate overtime for each week separately. Verify rules and totals before payroll use. This PDF does not calculate or contain interactive fields.

Free for personal and business records