|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee Biweekly Timesheet** | | | | | | | | | | | | | |
|  |  | |  |  |  |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **[Company Name]**  [7386 Prairie Rd. New Milford, CT 06776]  [+1-202-555-0194] | | | |  |  |  | 2021 | | | Month: | | 7 | |
|  |  |  | July 2021 | | | | | | |
|  |  |  | Su | M | Tu | W | Th | F | Sa |
|  |  | |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | 6 |
| Employee Name: | | Mathew | | | |  | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| Employee No.: | | 142 | | | |  | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| Week of: | | 22-04-19 | | | |  | 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| Supervisor Name: | | John | | | |  | 28 | 29 | 30 | 31 |  |  |  |
|  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Day of Week 1** | **Regular** | | **Overtime** | **Sick** | **Vacation** | **Holiday** | **Unpaid Leave** | | **Other** | | **Total Hrs** | | |
| Monday | 8.00 | | 0.00 |  |  |  |  | |  | | 8.00 | | |
| Tuesday |  | |  |  |  | 1.00 |  | |  | | 1.00 | | |
| Wednesday | 8.00 | | 0.30 |  |  |  |  | |  | | 8.30 | | |
| Thursday |  | |  |  |  |  | 1.00 | |  | | 1.00 | | |
| Friday |  | |  |  |  |  |  | |  | |  | | |
| **Total Hrs:** | 16.00 | | 0.30 | 0.00 | 0.00 | 1.00 | 1.00 | | 0.00 | | **18.30** | | |
| **Rate/Hour:** | $20.00 | | $40.00 | $20.00 | $20.00 | $20.00 | $0.00 | | $0.00 | |  | | |
| **Total Pay:** | **$320.00** | | **$12.00** | **$0.00** | **$0.00** | **$20.00** | **$0.00** | | **$0.00** | | **$352.00** | | |
|  |  | |  |  |  |  |  |  |  |  |  |  |  |
| **Day of Week 1** | **Regular** | | **Overtime** | **Sick** | **Vacation** | **Holiday** | **Unpaid Leave** | | **Other** | | **Total Hrs** | | |
| Monday | 8.00 | | 0.00 |  |  |  |  | |  | | 8.00 | | |
| Tuesday | 8.00 | | 0.00 |  |  |  |  | |  | | 8.00 | | |
| Wednesday | 8.00 | | 0.15 |  |  |  |  | |  | | 8.15 | | |
| Thursday | 8.00 | | 2.00 |  |  |  |  | |  | | 10.00 | | |
| Friday |  | |  |  |  |  |  | |  | |  | | |
| **Total Hrs:** | 32.00 | | 2.15 | 0.00 | 0.00 | 0.00 | 0.00 | | 0.00 | | **34.15** | | |
| **Rate/Hour:** | $20.00 | | $40.00 | $20.00 | $20.00 | $20.00 | $0.00 | | $0.00 | |  | | |
| **Total Pay:** | **$640.00** | | **$86.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | | **$0.00** | | **$726.00** | | |