



Two-Week Employee Timesheet

Location of Work: _____
 Employee Name: _____
 Pay Period Start Date: _____

| Date | Day | Time-In | Time Out | Time In | Time Out | Daily Total Hours |
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Week 1 End Date: _____

Week 1 Total Hours: _____

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Week 2 End Date: _____

Week 2 Total Hours: _____

Employee Name: _____

Signature: _____

Manager's Name: _____

Signature: _____

Total Hours: _____