

# Fromagination 2018 Biweekly Employee Time Sheet

Note: You must fill out this sheet **completely**, including all totals, dates and your signature.

Pay Period # \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employee Name \_\_\_\_\_

Week 1

DATE	DAY	IN	OUT	IN	OUT	TOTAL HOURS
	1-SATURDAY					
	2-SUNDAY					
	3-MONDAY					
	4-TUESDAY					
	5-WEDNESDAY					
	6-THURSDAY					
	7-FRIDAY					
				WEEKLY	TOTAL HOURS:	

Week 2

DATE	DAY	IN	OUT	IN	OUT	TOTAL HOURS
	1-SATURDAY					
	2-SUNDAY					
	3-MONDAY					
	4-TUESDAY					
	5-WEDNESDAY					
	6-THURSDAY					
	7-FRIDAY					
				WEEKLY	TOTAL HOURS:	
					TWO-WEEK TOTAL:	

Completion date \_\_\_\_\_



Employee Signature \_\_\_\_\_