

Bi-Weekly Employee Timesheet

ITBB Enterprise Group

Employee Name: _____

Pay Period Start: Sunday _____

Pay Period End: Saturday

Day of Week	Date	Regular Hrs	Comments
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
<u>TOTAL HRS WEEK 1</u>			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
<u>TOTAL HRS WEEK 2</u>			

Total Hours Reported: _____

Employee Signature _____ Date _____