|  |
| --- |
| **Biweekly Timesheet with Notes** |
| Company Name: |  |
| Employee Name: |  |
| Start Date: |  |
|  |  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** | **Lunch** | **Time In** | **Time Out** | **Total Hours** | **Notes** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | ***Weekly Total:*** |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | ***Weekly Total:*** |  |  |
|  |  |  |  |  |  |  |
| **Total Billable Hours*:*** |  |  |