

Employee Name:

Manager Name:

Week Starting: 5/25/2021

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
5/25/2021	Tuesday					0:00
5/26/2021	Wednesday					0:00
5/27/2021	Thursday					0:00
5/28/2021	Friday					0:00
5/29/2021	Saturday					0:00
5/30/2021	Sunday					0:00
5/31/2021	Monday					0:00

Total Hours (This Week) **0:00**

Date	Day	Time In	Time Out	Time In	Time Out	Total Hours
6/1/2021	Tuesday					0:00
6/2/2021	Wednesday					0:00
6/3/2021	Thursday					0:00
6/4/2021	Friday					0:00
6/5/2021	Saturday					0:00
6/6/2021	Sunday					0:00

6/7/2021	Monday					0:00
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Total Hours (This Week) **0:00**

Total Hours **0:00**

Rate Per Hour

Total Pay **\$0.00**

Employee Signature: _____

Manager Signature: _____

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Running Remote (Sample Bi-Weekly Timesheet)

Employee Name: David Smith

Manager Name: Robert Smith

Week Starting: 5/25/2021

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours
5/25/2021	Tuesday	9:00 AM	12:00 PM		1:00 PM	5:00 PM	7:00
5/26/2021	Wednesday	9:00 AM	12:00 PM		1:00 PM	5:00 PM	7:00
5/27/2021	Thursday				1:23 PM	5:00 PM	3:37
5/28/2021	Friday	9:00 AM	12:00 PM		1:00 PM	5:00 PM	7:00
5/29/2021	Saturday	9:00 AM	12:00 PM		1:00 PM	5:00 PM	7:00
5/30/2021	Sunday	9:00 AM	12:00 PM				3:00
5/31/2021	Monday						0:00

Total Hours (This Week) **34:37**

Date	Day	Time In	Time Out		Time In	Time Out	Total Hours
6/1/2021	Tuesday	9:12 AM	1:00 PM		2:00 PM	7:00 PM	8:48
6/2/2021	Wednesday	8:00 AM	1:00 PM		2:00 PM	7:00 PM	10:00
6/3/2021	Thursday	9:00 AM	1:00 PM		2:00 PM	5:00 PM	7:00
6/4/2021	Friday				2:00 PM	6:00 PM	4:00
6/5/2021	Saturday	7:00 AM	1:00 PM		2:00 PM	5:00 PM	9:00
6/6/2021	Sunday	8:00 AM	1:00 PM				5:00

6/7/2021	Monday					0:00
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Total Hours (This Week) **43:48**

Employee Signature: _____

Manager Signature: _____

Total Hours **78:25**

Rate Per Hour \$15.00

Total Pay **\$1,176.25**

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