EMPLOYEE TIMESHI

Employee Name: **Employee ID:**   **Department:**

Pay Period: January 27, 2025 - February 9, 2025   **Hourly Rate:**

Date	Day	Project/Client	Task Description	Start Time	End Time
2025-01-27	Monday				
2025-01-28	Tuesday				
2025-01-29	Wednesday				
2025-01-30	Thursday				
2025-01-31	Friday				
2025-02-01	Saturday				
2025-02-02	Sunday				
2025-02-03	Monday				
2025-02-04	Tuesday				
2025-02-05	Wednesday				
2025-02-06	Thursday				
2025-02-07	Friday				
2025-02-08	Saturday				
2025-02-09	Sunday				
WEEK 1 TOTAL (Jan 27 - Feb 2)					
WEEK 2 TOTAL (Feb 3 - Feb 9)					
BI-WEEKLY TOTAL					

EET

Manager:

Break (Hours)	Regular Hours	Overtime Hours	Total Hours	Notes
			0	
			0	
			0	
			0	
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			#VALUE!	
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			#VALUE!	
	0	0	0	
	#VALUE!	#VALUE!	#VALUE!	
	#VALUE!	#VALUE!	#VALUE!	

BI-WEEKLY TIMESHEET INSTRUCTIONS

How to Use This Timesheet:

1. Employee Information:	Fill in your personal details at the top of the timesheet
2. Date & Day:	Pre-filled for the bi-weekly period
3. Project/Client:	Enter the project name or client you worked for
4. Task Description:	Briefly describe the work performed
5. Start Time:	Enter start time (e.g., 9:00 AM or 9.00)
6. End Time:	Enter end time (e.g., 5:30 PM or 17.50)
7. Break (Hours):	Enter break time in decimal hours (e.g., 0.5 for 30 minutes)
8. Regular/Overtime Hours:	Automatically calculated based on start/end times
9. Notes:	Any additional comments or explanations

Time Format Examples:
- **9:00 AM = 9.00**
- **1:30 PM = 13.50**
- **5:45 PM = 17.75**

Important Notes:
- **Regular hours are capped at 8 hours per day**
- **Overtime is calculated for hours worked over 8 per day**
- **Break time is subtracted from total work time**
- **Submit completed timesheet to your manager by deadline**