

Biweekly Time Sheet



230 Grant Road
 Suite B27
 E. Wenatchee, WA 98802

Begin Date _____
 End Date _____

Employee: _____

Date	Day	Time In	Lunch In & Out times	Time Out	Hours Worked	PTO Hours	Holiday Hours
	Mon						
	Tues						
	Wed						
	Thurs						
	Fri						
	Other						
				Weekly Totals			
	Mon						
	Tues						
	Wed						
	Thurs						
	Fri						
	Other						
				Weekly Totals			

	Hours worked	PTO Hours	Holiday Hours	Total All Hours
PayPeriod Totals				

Employee signature _____

Manager Signature _____

OFFICE USE:	Reg	OT	PTO	Holiday	Adj	Total all