ClockDecimal

Biweekly Time Sheet

Employee _____

Company _____ Pay period _____

Day	Date	Time in	Time out	Unpaid break (minutes)	Hours (decimal)
Sunday		AM / PM	AM / PM		
Monday		AM / PM	AM / PM		
Tuesday		AM / PM	AM / PM		
Wednesday		AM / PM	AM / PM		
Thursday		AM / PM	AM / PM		
Friday		AM / PM	AM / PM		
Saturday		AM / PM	AM / PM		
				Week 1 total	
Sunday		AM / PM	AM / PM		
Monday		AM / PM	AM / PM		
Tuesday		AM / PM	AM / PM		
Wednesday		AM / PM	AM / PM		
Thursday		AM / PM	AM / PM		
Friday		AM / PM	AM / PM		
Saturday		AM / PM	AM / PM		
				Week 2 total	
				Total hours (2 weeks)	

Regular hours	Overtime hours	Total hours

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Hours = time out − time in − unpaid break. Decimal hours = minutes ÷ 60 (45 min = 0.75). Federal overtime: hours over 40 in a workweek. clockdecimal.com