

Weekly & biweekly timesheets

One simple place for hours worked. Choose a weekly or two-week sheet, enter each shift and keep an approval record alongside the totals.

Business / team

Pay period / reporting period

Employee / prepared by

Reviewer / date

Date	Start	End	Next day?	Break min	Paid hours

Total approved hours

Employee / manager approval

Calculates elapsed paid hours only. It does not determine overtime, holiday pay, break entitlements or payroll deductions. Record split shifts on separate rows.