

SIMPLE BIWEEKLY TIMESHEET TEMPLATE

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COMPANY NAME		EMPLOYEE ID	
EMPLOYEE NAME		END DATE	
START DATE			

WEEK ONE							
DATE	DAY OF THE WEEK	TIME IN	TIME OUT	LUNCH	TIME IN	TIME OUT	TOTAL HOURS

WEEK ONE TOTAL	
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WEEK TWO							
DATE	DAY OF THE WEEK	TIME IN	TIME OUT	LUNCH	TIME IN	TIME OUT	TOTAL HOURS

WEEK TWO TOTAL	
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TOTAL BILLABLE HOURS	
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