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| **Employee Name:** |   |   |  |  |
| **Manager Name:** |   |   | **Week Starting:** |   |
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| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
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|   |   |   |   |   |   | Total Hours (This Week) |  |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
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|   |   |   |   |   |   | Total Hours (This Week) |  |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  | **Total Hours** |  |
| **Employee Signature:** |   |   |   | Rate Per Hour |   |
| **Manager Signature:** |   |   |  |  | **Total Pay** |  |
|   |   |   |   |   |   |   |   |
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| **Time Doctor (Bi-Weekly Timesheet Sample)** |
|   |   |   |   |   |   |   |   |
| **Employee Name:** | John Doe |   |  |  |
| **Manager Name:** | Jane Doe |   | **Week Starting:** | 10/17/2016 |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
| 10/17/2016 | Monday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 10/18/2016 | Tuesday | 8:30 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 6:30 |
| 10/19/2016 | Wednesday | 8:13 AM | 11:00 AM |   | 1:24 PM | 6:00 PM | 7:23 |
| 10/20/2016 | Thursday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 10/21/2016 | Friday | 8:00 AM | 11:00 AM |   | 1:00 PM | 5:00 PM | 7:00 |
| 10/22/2016 | Saturday | 9:00 AM | 11:00 AM |   |   |   | 2:00 |
| 10/23/2016 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   | Total Hours (This Week) | **37:53** |
|   |   |   |   |   |   |   |   |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In**  | **Time Out**  | **Total Hours** |
| 10/24/2016 | Monday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:30 PM | 8:30 |
| 10/25/2016 | Tuesday | 8:15 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 7:45 |
| 10/26/2016 | Wednesday | 8:00 AM | 11:00 AM |   | 1:15 PM | 6:00 PM | 7:45 |
| 10/27/2016 | Thursday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 10/28/2016 | Friday | 8:00 AM | 11:00 AM |   | 1:00 PM | 6:00 PM | 8:00 |
| 10/29/2016 | Saturday | 9:00 AM | 11:30 AM |   |   |   | 2:30 |
| 10/30/2016 | Sunday |   |   |   |   |   | 0:00 |
|   |   |   |   |   |   | Total Hours (This Week) | **42:30** |
|   |   |   |   |   |   |   |   |
|   |   |   |  |  |  | **Total Hours** | **80:23** |
| **Employee Signature:** |   |   |   | Rate Per Hour | $15.00 |
| **Manager Signature:** |   |   |  |  | **Total Pay** | **$1,205.75** |
|   |   |   |   |   |   |   |   |
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