|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Employee Name:** | |  | | |  |  |  |
| **Manager Name:** | |  | | | **Week Starting:** | | 5/25/2021 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 5/25/2021 | Tuesday |  |  |  |  |  | 0:00 |
| 5/26/2021 | Wednesday |  |  |  |  |  | 0:00 |
| 5/27/2021 | Thursday |  |  |  |  |  | 0:00 |
| 5/28/2021 | Friday |  |  |  |  |  | 0:00 |
| 5/29/2021 | Saturday |  |  |  |  |  | 0:00 |
| 5/30/2021 | Sunday |  |  |  |  |  | 0:00 |
| 5/31/2021 | Monday |  |  |  |  |  | 0:00 |
|  |  |  |  |  | Total Hours (This Week) | | **0:00** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 6/1/2021 | Tuesday |  |  |  |  |  | 0:00 |
| 6/2/2021 | Wednesday |  |  |  |  |  | 0:00 |
| 6/3/2021 | Thursday |  |  |  |  |  | 0:00 |
| 6/4/2021 | Friday |  |  |  |  |  | 0:00 |
| 6/5/2021 | Saturday |  |  |  |  |  | 0:00 |
| 6/6/2021 | Sunday |  |  |  |  |  | 0:00 |
| 6/7/2021 | Monday |  |  |  |  |  | 0:00 |
|  |  |  |  |  | Total Hours (This Week) | | **0:00** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **Total Hours** | **0:00** |
| **Employee Signature:** | |  | |  |  | Rate Per Hour |  |
| **Manager Signature:** | |  |  |  |  | **Total Pay** | **$0.00** |

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Running Remote (Sample Bi-Weekly Timesheet)** | | | | | | | |
|  |  |  |  |  |  |  |  |
| **Employee Name:** | | David Smith | | |  |  |  |
| **Manager Name:** | | Robert Smith | | | **Week Starting:** | | 5/25/2021 |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 5/25/2021 | Tuesday | 9:00 AM | 12:00 PM |  | 1:00 PM | 5:00 PM | 7:00 |
| 5/26/2021 | Wednesday | 9:00 AM | 12:00 PM |  | 1:00 PM | 5:00 PM | 7:00 |
| 5/27/2021 | Thursday |  |  |  | 1:23 PM | 5:00 PM | 3:37 |
| 5/28/2021 | Friday | 9:00 AM | 12:00 PM |  | 1:00 PM | 5:00 PM | 7:00 |
| 5/29/2021 | Saturday | 9:00 AM | 12:00 PM |  | 1:00 PM | 5:00 PM | 7:00 |
| 5/30/2021 | Sunday | 9:00 AM | 12:00 PM |  |  |  | 3:00 |
| 5/31/2021 | Monday |  |  |  |  |  | 0:00 |
|  |  |  |  |  | Total Hours (This Week) | | **34:37** |
|  |  |  |  |  |  |  |  |
| **Date** | **Day** | **Time In** | **Time Out** |  | **Time In** | **Time Out** | **Total Hours** |
| 6/1/2021 | Tuesday | 9:12 AM | 1:00 PM |  | 2:00 PM | 7:00 PM | 8:48 |
| 6/2/2021 | Wednesday | 8:00 AM | 1:00 PM |  | 2:00 PM | 7:00 PM | 10:00 |
| 6/3/2021 | Thursday | 9:00 AM | 1:00 PM |  | 2:00 PM | 5:00 PM | 7:00 |
| 6/4/2021 | Friday |  |  |  | 2:00 PM | 6:00 PM | 4:00 |
| 6/5/2021 | Saturday | 7:00 AM | 1:00 PM |  | 2:00 PM | 5:00 PM | 9:00 |
| 6/6/2021 | Sunday | 8:00 AM | 1:00 PM |  |  |  | 5:00 |
| 6/7/2021 | Monday |  |  |  |  |  | 0:00 |
|  |  |  |  |  | Total Hours (This Week) | | **43:48** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | **Total Hours** | **78:25** |
| **Employee Signature:** | |  | |  |  | Rate Per Hour | $15.00 |
| **Manager Signature:** | |  |  |  |  | **Total Pay** | **$1,176.25** |

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