MONITASK

Two-week timesheet for biweekly payroll

Two workweeks on one form, each with its own overtime line.

Employee _____ **Pay period starting** _____

Role / department _____ **Supervisor** _____

Week 1

Day	Date	Time in	Time out	Unpaid break (min)	Hours worked	Decimal hours	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEK 1 TOTAL							

Week 2

Day	Date	Time in	Time out	Unpaid break (min)	Hours worked	Decimal hours	Notes
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							
WEEK 2 TOTAL							

Week 1 hours	Week 1 overtime	Week 2 hours	Week 2 overtime	Period hours	Gross pay

Employee signature and date _____ **Supervisor approval and date** _____

Free weekly timesheet template from Monitask. Overtime under the FLSA is owed above 40 hours in a workweek, not per pay period. This template is a record-keeping aid, not legal advice.

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Example: 84 hours across two weeks, owing six hours of overtime

Week 1

Day	Date	Time in	Time out	Unpaid break (min)	Hours worked	Decimal hours	Notes
Monday		8:00	18:00	30	9h 30m	9.50	
Tuesday		8:00	18:00	30	9h 30m	9.50	
Wednesday		8:00	17:30	30	9h 00m	9.00	
Thursday		8:00	17:30	30	9h 00m	9.00	
Friday		8:00	17:30	30	9h 00m	9.00	
WEEK 1 TOTAL						**46.00**	**6.00 overtime hours**

Week 2

Day	Date	Time in	Time out	Unpaid break (min)	Hours worked	Decimal hours	Notes
Monday		8:00	16:30	30	8h 00m	8.00	
Tuesday		8:00	16:30	30	8h 00m	8.00	
Wednesday		8:00	16:30	30	8h 00m	8.00	
Thursday		8:00	16:30	30	8h 00m	8.00	
Friday		8:00	14:30	30	6h 00m	6.00	
WEEK 2 TOTAL						**38.00**	**no overtime**

	Week 1	Week 2	Period
Total hours	46.00	38.00	84.00
Overtime hours (over 40 in that week)	6.00	0	6.00
What the period total alone would say			4.00 — and it would be wrong

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Two-week timesheet for biweekly payroll — how to use it

Filling it in

1. Fill the header before the first shift of the week, not at the end of it.
2. Write times as 8:00 and 17:00, and keep to one convention all week.
3. Enter a split shift as two rows. One row from 8:00 to 20:00 with a gap in the middle reads twelve hours when the day was eight.
4. Write down the break that happened, not the break that was scheduled. A pre-printed 30 minutes against a 45-minute lunch overstates the day.
5. Convert minutes to decimal hours by dividing by 60: 7 hours 45 minutes is 7.75, not 7.45. That single mistake is worth $6 a day at $20 an hour.
6. Compare the week's total against 40 hours, not the pay period's total. Overtime is a weekly calculation.
7. Sign it, get it approved, and keep a copy before it goes to payroll.

About this template

1. Total each week separately and work out that week's overtime before you add the two weeks together.
2. If a workweek is cut in half by the pay period, the hours on both sides still belong to the same week. 24 hours in one period and 20 in the next is a 44-hour week and owes 4 overtime hours, even though neither period shows 40.

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