

Biweekly timesheet

14 days of work hours. Complete by hand or use the formula spreadsheet.

Name: _____

Period starting: _____

Week 1

Day / date	Start (24-hour)	End (24-hour)	Next day 0 or 1	Unpaid break (minutes)	Net time (hh:mm)	Decimal hours
1 / _____						
2 / _____						
3 / _____						
4 / _____						
5 / _____						
6 / _____						
7 / _____						

Week 1 total: _____ hh:mm Decimal hours: _____

Week 2

Day / date	Start (24-hour)	End (24-hour)	Next day 0 or 1	Unpaid break (minutes)	Net time (hh:mm)	Decimal hours
8 / _____						
9 / _____						
10 / _____						
11 / _____						
12 / _____						
13 / _____						
14 / _____						

Week 2 total: _____ hh:mm Decimal hours: _____

Period total: _____ hh:mm

Decimal hours: _____

How to record hours

Next day: write 0 for the same day or 1 when the shift ends the following day.

Subtract unpaid break minutes. Example: 22:00 to 06:00, next day 1, break 30 = 7:30 = 7.50 hours.

Add net minutes before converting totals to decimal hours. Decimal hours = minutes / 60.

One shift per day. No timezone/DST adjustment or pay/overtime rules are included.