[A green sign with white text

Description automatically generated with medium confidence](https://www.smartsheet.com/try-it?trp=11442&utm_source=integrated+content&utm_campaign=/content/bi-weekly-timesheet-templates&utm_medium=Biweekly+Timesheet+for+Multiple+Employees+doc+11442&lpa=Biweekly+Timesheet+for+Multiple+Employees+doc+11442&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)**BIWEEKLY TIMESHEET TEMPLATE**

**FOR MULTIPLE EMPLOYEES**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EMPLOYEE NAME** | | | | | **EMPLOYEE DEPT** | | | | | | |
|  | | | | |  | | | | | | |
| **WEEK 1 START** | | | **WK 1 HOURS** | | | | **WEEK 2 START** | | | **WK 2 HOURS** | |
|  | | |  | | | |  | | |  | |
| **WK 1** | **SUN** | **MON** | | **TUES** | | **WED** | | **THURS** | **FRI** | | **SAT** |
| **SHIFT** |  |  | |  | |  | |  |  | |  |
| **IN** |  |  | |  | |  | |  |  | |  |
| **OUT** |  |  | |  | |  | |  |  | |  |
| **BREAK** |  |  | |  | |  | |  |  | |  |
| **LUNCH** |  |  | |  | |  | |  |  | |  |
| **TOTAL** |  |  | |  | |  | |  |  | |  |
| **WK 2** | **SUN** | **MON** | | **TUES** | | **WED** | | **THURS** | **FRI** | | **SAT** |
| **SHIFT** |  |  | |  | |  | |  |  | |  |
| **IN** |  |  | |  | |  | |  |  | |  |
| **OUT** |  |  | |  | |  | |  |  | |  |
| **BREAK** |  |  | |  | |  | |  |  | |  |
| **LUNCH** |  |  | |  | |  | |  |  | |  |
| **TOTAL** |  |  | |  | |  | |  |  | |  |
| **EMPLOYEE NAME** | | | | | **EMPLOYEE DEPT** | | | | | | |
|  | | | | |  | | | | | | |
| **WEEK 1 START** | | | **WK 1 HOURS** | | | | **WEEK 2 START** | | | **WK 2 HOURS** | |
|  | | |  | | | |  | | |  | |
| **WK 1** | **SUN** | **MON** | | **TUES** | | **WED** | | **THURS** | **FRI** | | **SAT** |
| **SHIFT** |  |  | |  | |  | |  |  | |  |
| **IN** |  |  | |  | |  | |  |  | |  |
| **OUT** |  |  | |  | |  | |  |  | |  |
| **BREAK** |  |  | |  | |  | |  |  | |  |
| **LUNCH** |  |  | |  | |  | |  |  | |  |
| **TOTAL** |  |  | |  | |  | |  |  | |  |
| **WK 2** | **SUN** | **MON** | | **TUES** | | **WED** | | **THURS** | **FRI** | | **SAT** |
| **SHIFT** |  |  | |  | |  | |  |  | |  |
| **IN** |  |  | |  | |  | |  |  | |  |
| **OUT** |  |  | |  | |  | |  |  | |  |
| **BREAK** |  |  | |  | |  | |  |  | |  |
| **LUNCH** |  |  | |  | |  | |  |  | |  |
| **TOTAL** |  |  | |  | |  | |  |  | |  |

|  |
| --- |
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