<company name>

<address1>

<address2>

<telephone>

<fax>

Bi-Weekly Timesheet

Employee Name: <employee name> Title: <title>

Department: <department> Supervisor: <supervisor>

Date	Hours	Description of Work
TOTAL		

Employee Signature: <employee signature> Date: <date>

Supervisor Signature: <supervisor signature> Date: <date>

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