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| **Biweekly Timesheet with Overtime** | | | | | | | | | | | | | | | | | |
| **Company Name:** | |  | | | | | | | | | | | | | | | |
| **Employee Name:** | |  | | | | | | **Employee ID:** | | | | |  | | | | |
| **Date Duration:** | |  | | | | | | | | | | | | | | | |
|  |  | |  |  |  | |  | | | |  | | |  | |  |
| Date | Day | | Time In | Time Out | Lunch | | Time In | | | | Time Out | | | Total Hours | | Overtime Hours |
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|  |  | |  |  |  | | ***Weekly Total*:** | | | | | | |  | |  |
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| ***Approved by:*** | | ***Signature:*** | | | | | |  | | |  | |  |
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|  | |  |  | | |  | | |  | | | **Total Hours** | **Total Overtime Hours** |