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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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|  |  |  |  |  | ***Weekly Total:***  |  |  |
| ***Approved by:*** |  ***Signature:*** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | **Total Hours** | **Total Overtime Hours** |