

Biweekly / Fortnight Timesheet — Tommy

Fourteen days across two weeks. Fortnight beginning: _____

Employee: _____

Manager: _____

Day	Date	Start	End	Break (mins)	Total Hours
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				Total	

Employee signature: _____

Manager approval: _____