Time Tracker

BiWeekly Pay Frequency

Name: _____

Emp No: _____

Total Reg Hrs: [ ]

Total O/T Hrs: [ ]

Week Starting: _____ Week Ending: _____

Week Starting: _____ Week Ending: _____

Week 1

MONDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
TUESDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
WEDNESDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
THURSDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
FRIDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
SATURDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
SUNDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			

Total Reg Hrs: [ ]

Total O/T: [ ]

Week 2

MONDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
TUESDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
WEDNESDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
THURSDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
FRIDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
SATURDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			
SUNDAY	AM	IN		Reg Hrs:	
		OUT		O/T:	
	PM	IN			
		OUT			

Total Reg Hrs: [ ]

Total O/T: [ ]