

Bi-Weekly Employee Timesheet

City of Thorne Bay

120 Freeman Drive
 PO Box 19110
 Thorne Bay, AK 99919
 (908)828-3380



Employee Name: _____

Supervisor Name: _____

Pay Period End Date: _____

Date	In	Lunch Out	Lunch In	Out	Regular Hrs	Project Hours	Project Name	Overtime Hrs	Sick	Vacation	Holiday	TOTAL Hrs
Sun												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Week Ending					Weekly Hrs:							
Sun												
Mon												
Tues												
Wed												
Thurs												
Fri												
Sat												
Week Ending					Weekly Hrs:							
Total Hours:												

 Employee Signature Date

 Supervisor Signature Date