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| --- |
| **Biweekly Payroll Timesheet**  |
| **Company Name:** |  |
| **Employee Name:** |  |  **Employee ID:** |  |
| **Start Date:**  |  |  **End Date:** |  |
|  |  |  |  |
| Date | Day | Time In | Time Out |  | Time In | Time Out | Daily Total | Hourly Rate | Daily Pay |
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|  |  |  |  |  |  | ***Weekly Total:*** |  |  |  |
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|  |  |  | ***Weekly Total****:* |  |  |  |
| Approved By: |  | Signature: |  |  |  |  |  |
| **Total Hours:**  |  |  |  |
|  |  |  |  |

