



# actiTIME Bi-Weekly Timesheet

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_  
Supervisor Name: \_\_\_\_\_ Weeks of: \_\_\_\_\_

Week 1			
Date	Start Time	End Time	Total Hours

Week 2			
Date	Start Time	End Time	Total Hours
Total			

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_