

Biweekly Time Sheet

Marin Ventures

Pay period start date: _____

Pay period end date: _____

Employee: _____

Supervisor: _____

Day	Date	In	Out	Sick	Vacation	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Other time off, bonus, training, overtime explanation:						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Other time off, bonus, training, overtime explanation:						
Total hours						

Clearly indicate any days or hours not worked due to vacation, sick leave, etc. Your pay will not be docked unless you use more time than you have accrued.

Complete this form in ink. It should be signed and complete on the last day worked of the pay period. Please see your supervisor with any questions.

Sign where indicated below to verify the accuracy of the above time records, and in acknowledgement that you understand that you are authorized and allowed to take statutorily-authorized rest breaks.

Employee signature Date

Manager signature Date