



# Bi-Weekly time record

Employee Name: \_\_\_\_\_ Position \_\_\_\_\_

Week ending on Friday: \_\_\_\_\_

Day	Date	Regular Hours	Sick Hours	Personal Hours	Professional Development	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Sat						
Sun						
<b>Total hours per week</b>						

Week ending on Friday: \_\_\_\_\_

Day	Date	Regular Hours	Sick Hours	Personal Hours	Professional Development	Total
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Sat						
Sun						
<b>Total hours per week</b>						

Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Manager signature \_\_\_\_\_ Date \_\_\_\_\_