

| Pay Period: From to | | | Employee: | | | | | |
|--------------------------|-----------|----------------|------------|-------------|-----------|----------|-------|-------|
| Week | Day | Project / Task | Start time | Break start | Break end | End time | Hours | Notes |
| 1 | Monday | | | | | | | |
| | Tuesday | | | | | | | |
| | Wednesday | | | | | | | |
| | Thursday | | | | | | | |
| | Friday | | | | | | | |
| 2 | Monday | | | | | | | |
| | Tuesday | | | | | | | |
| | Wednesday | | | | | | | |
| | Thursday | | | | | | | |
| | Friday | | | | | | | |
| Total hours (Biweekly) | | | | | | | | |