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)								