



# Semi-Monthly Timesheet Template

Month:

Employee name:	Hourly regular rate:
Title:	Hourly overtime rate (1.5 or 2 times the regular rate):
Supervisor:	

## 1st half of the month:

Day of the month	Start time	Lunch start	Lunch end	End time	Vacation/sick leave	Regular hours	Overtime hours	Total hours
1st								
2nd								
3rd								
4th								
5th								
6th								
7th								
8th								
9th								
10th								
11th								
12th								
13th								
14th								

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15th								
<b>SEMI-MONTHLY TOTALS</b>								
<b>TOTAL PAY</b>								

**2nd half of the month:**

Day of the month	Start time	Lunch start	Lunch end	End time	Vacation/sick leave	Regular hours	Overtime hours	Total hours
16th								
17th								
18th								
19th								
20th								
21st								
22nd								
23rd								
24th								
25th								
26th								
27th								
28th								
29th								
30th								
31st								
<b>SEMI-MONTHLY TOTALS</b>								
<b>TOTAL PAY</b>								

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Employee signature:	Date:
Supervisor signature:	Date: