



**Bentley Community Schools**

**1170 N. Belsay Road**

**Burton, MI 48509**

*Learning for All - Whatever it Takes*

# Biweekly Timesheet Record

\*Time recorded in ¼ hour increments (i.e. 15 minutes = .25).

<b>Employee Name</b>	<b>2024-2025</b>	<b>Date</b>	<b>Time &amp; Number of Hours Worked Week 1</b>	<b>Date</b>	<b>Time &amp; Number of Hours Worked Week 2</b>
<b>Position</b>		<b>Monday</b>	<input type="text"/>		<input type="text"/>
<b>Employee Signature</b>		<b>Tuesday</b>	<input type="text"/>		<input type="text"/>
<b>Worksite/Location</b>		<b>Wednesday</b>	<input type="text"/>		<input type="text"/>
<b>Signature of Supervisor</b>		<b>Thursday</b>	<input type="text"/>		<input type="text"/>
<b>Payrate</b>		<b>Friday</b>	<input type="text"/>		<input type="text"/>
<b>Total Hours Both Weeks</b>		<b>Saturday</b>	<input type="text"/>		<input type="text"/>
(For Admin Use) <b>Funding Source/Account:</b>		<b>Sunday</b>	<input type="text"/>		<input type="text"/>
<b>Purpose:</b>		<b>TOTAL</b>	<input type="text"/>		<input type="text"/>

**\*\*Timesheets MUST be turned in to your supervisor on the last FRIDAY of the pay period.**