Semi-Monthly Timesheet

Employee / record name: _____

Month: _____ Year: _____ Half: 1-15 / 16-month-end (circle one)

Use HH:MM clock times and whole unpaid break minutes. Paid hours and totals are completed manually.
An earlier end means next day; equal times mean zero. Use one row per shift under 24 hours.

Date / day	Clock in	Clock out	Unpaid break (min)	Paid hours (h:mm)	Notes

Period total (h:mm): _____

Review / signature: _____ Date: _____

Hours only: no overtime or pay assumptions. Deduct unpaid breaks only. Clock times do not adjust for DST or time zones.
Check your employer's record requirements. This blank worksheet does not guarantee legal recordkeeping compliance.