

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 11/6/2012

Pay period end date: 11/20/2012

Employee: _____

Any extra hours will be
paid on the
Dec. 5, 2012 pay date

| Day | | In | Out | Total Regular | Total Extra | Grand Total |
|-----------|------------|----|-----|------------------------|-------------|-------------|
| Tuesday | 11/6/2012 | | | | | |
| Wednesday | 11/7/2012 | | | | | |
| Thursday | 11/8/2012 | | | | | |
| Friday | 11/9/2012 | | | | | |
| Saturday | 11/10/2012 | | | | | |
| Sunday | 11/11/2012 | | | | | |
| Monday | 11/12/2012 | | | | | |
| Tuesday | 11/13/2012 | | | | | |
| Wednesday | 11/14/2012 | | | | | |
| Thursday | 11/15/2012 | | | | | |
| Friday | 11/16/2012 | | | | | |
| Saturday | 11/17/2012 | | | | | |
| Sunday | 11/18/2012 | | | | | |
| Monday | 11/19/2012 | | | | | |
| Tuesday | 11/20/2012 | | | | | |
| | | | | Total Extra | | |
| | | | | hourly rate | | |
| | | | | Total Extra Pay | | |

Employee signature

Date

Supervisor signature

Date