

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 11/21/2013

Pay period end date: 12/5/2013

Employee: \_\_\_\_\_

Any extra hours will be  
paid on the  
Dec 20, 2013 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Thursday	11/21/2013					
Friday	11/22/2013					
Saturday	11/23/2013					
Sunday	11/24/2013					
Monday	11/25/2013					
Tuesday	11/26/2013					
Wednesday	11/27/2013					
Thursday	11/28/2013					
Friday	11/29/2013					
Saturday	11/30/2013					
Sunday	12/1/2013					
Monday	12/2/2013					
Tuesday	12/3/2013					
Wednesday	12/4/2013					
Thursday	12/5/2013					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date