

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 12/6/2013

Pay period end date: 12/20/2013

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

Any extra hours will be  
paid on the  
Jan 3, 2014 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Friday	12/6/2013					
Saturday	12/7/2013					
Sunday	12/8/2013					
Monday	12/9/2013					
Tuesday	12/10/2013					
Wednesday	12/11/2013					
Thursday	12/12/2013					
Friday	12/13/2013					
Saturday	12/14/2013					
Sunday	12/15/2013					
Monday	12/16/2013					
Tuesday	12/17/2013					
Wednesday	12/18/2013					
Thursday	12/19/2013					
Friday	12/20/2013					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date