

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 1/21/2015

Pay period end date: 2/5/2015

Employee: _____

Any extra hours will be
paid on the
Feb 20, 2015 pay date

| Day | | In | Out | Total Regular | Total Extra | Grand Total |
|-----------|-----------|----|-----|------------------------|-------------|-------------|
| Wednesday | 1/21/2015 | | | | | |
| Thursday | 1/22/2015 | | | | | |
| Friday | 1/23/2015 | | | | | |
| Saturday | 1/24/2015 | | | | | |
| Sunday | 1/25/2015 | | | | | |
| Monday | 1/26/2015 | | | | | |
| Tuesday | 1/27/2015 | | | | | |
| Wednesday | 1/28/2015 | | | | | |
| Thursday | 1/29/2015 | | | | | |
| Friday | 1/30/2015 | | | | | |
| Saturday | 1/31/2015 | | | | | |
| Sunday | 2/1/2015 | | | | | |
| Monday | 2/2/2015 | | | | | |
| Tuesday | 2/3/2015 | | | | | |
| Wednesday | 2/4/2015 | | | | | |
| Thursday | 2/5/2015 | | | | | |
| | | | | Total Extra | | |
| | | | | hourly rate | | |
| | | | | Total Extra Pay | | |

Employee signature

Date

Supervisor signature

Date