

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 1/21/2016

Pay period end date: 2/5/2016

Employee: _____

Any extra hours will be
paid on the
Feb 19, 2016 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Thursday	1/21/2015					
Friday	1/22/2015					
Saturday	1/23/2015					
Sunday	1/24/2015					
Monday	1/25/2015					
Tuesday	1/26/2015					
Wednesday	1/27/2015					
Thursday	1/28/2015					
Friday	1/29/2015					
Saturday	1/30/2015					
Sunday	1/31/2015					
Monday	2/1/2015					
Tuesday	2/2/2015					
Wednesday	2/3/2015					
Thursday	2/4/2015					
Friday	2/5/2016					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date