

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 2/6/2016  
 Pay period end date: 2/19/2016

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

Any extra hours will be  
 paid on the  
 Mar 4, 2016 pay date

| Day       |           | In | Out | Total Regular          | Total Extra | Grand Total |
|-----------|-----------|----|-----|------------------------|-------------|-------------|
| Saturday  | 2/6/2016  |    |     |                        |             |             |
| Sunday    | 2/7/2016  |    |     |                        |             |             |
| Monday    | 2/8/2016  |    |     |                        |             |             |
| Tuesday   | 2/9/2016  |    |     |                        |             |             |
| Wednesday | 2/10/2016 |    |     |                        |             |             |
| Thursday  | 2/11/2016 |    |     |                        |             |             |
| Friday    | 2/12/2016 |    |     |                        |             |             |
| Saturday  | 2/13/2016 |    |     |                        |             |             |
| Sunday    | 2/14/2016 |    |     |                        |             |             |
| Monday    | 2/15/2016 |    |     |                        |             |             |
| Tuesday   | 2/16/2016 |    |     |                        |             |             |
| Wednesday | 2/17/2016 |    |     |                        |             |             |
| Thursday  | 2/18/2016 |    |     |                        |             |             |
| Friday    | 2/19/2016 |    |     |                        |             |             |
|           |           |    |     | <b>Total Extra</b>     |             |             |
|           |           |    |     | <b>hourly rate</b>     |             |             |
|           |           |    |     | <b>Total Extra Pay</b> |             |             |

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

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