

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 2/20/2016

Pay period end date: 3/4/2016

Employee: _____

Any extra hours will be
paid on the
Mar 18, 2016 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	2/20/2016					
Sunday	2/21/2016					
Monday	2/22/2016					
Tuesday	2/23/2016					
Wednesday	2/24/2016					
Thursday	2/25/2016					
Friday	2/26/2016					
Saturday	2/27/2016					
Sunday	2/28/2016					
Monday	2/29/2016					
Tuesday	3/1/2016					
Wednesday	3/2/2016					
Thursday	3/3/2016					
Friday	3/4/2016					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date