

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 3/5/2016  
 Pay period end date: 3/18/2016

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

Any extra hours will be  
 paid on the  
 Apr 5, 2016 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	3/5/2016					
Sunday	3/6/2016					
Monday	3/7/2016					
Tuesday	3/8/2016					
Wednesday	3/9/2016					
Thursday	3/10/2016					
Friday	3/11/2016					
Saturday	3/12/2016					
Sunday	3/13/2016					
Monday	3/14/2016					
Tuesday	3/15/2016					
Wednesday	3/16/2016					
Thursday	3/17/2016					
Friday	3/18/2016					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

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