

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 3/19/2016

Pay period end date: 4/5/2016

Employee: _____

Any extra hours will be
paid on the
Apr 20, 2016 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	3/19/2016					
Sunday	3/20/2016					
Monday	3/21/2016					
Tuesday	3/22/2016					
Wednesday	3/23/2016					
Thursday	3/24/2016					
Friday	3/25/2016					
Saturday	3/26/2016					
Sunday	3/27/2016					
Monday	3/28/2016					
Tuesday	3/29/2016					
Wednesday	3/30/2016					
Thursday	3/31/2016					
Friday	4/1/2016					
Saturday	4/2/2016					
Sunday	4/3/2016					
Monday	4/4/2016					
Tuesday	4/5/2016					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date