

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 4/6/2016

Pay period end date: 4/20/2016

Employee: _____

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Wednesday	4/6/2016					
Thursday	4/7/2016					
Friday	4/8/2016					
Saturday	4/9/2016					
Sunday	4/10/2016					
Monday	4/11/2016					
Tuesday	4/12/2016					
Wednesday	4/13/2016					
Thursday	4/14/2016					
Friday	4/15/2016					
Saturday	4/16/2016					
Sunday	4/17/2016					
Monday	4/18/2016					
Tuesday	4/19/2016					
Wednesday	4/20/2016					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date