

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 4/21/2016

Pay period end date: 5/5/2016

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date