

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 5/6/2016

Pay period end date: 5/20/2016

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

Any extra hours will be  
paid on the  
June 3, 2016 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Friday	5/6/2016					
Saturday	5/7/2016					
Sunday	5/8/2016					
Monday	5/9/2016					
Tuesday	5/10/2016					
Wednesday	5/11/2016					
Thursday	5/12/2016					
Friday	5/13/2016					
Saturday	5/14/2016					
Sunday	5/15/2016					
Monday	5/16/2016					
Tuesday	5/17/2016					
Wednesday	5/18/2016					
Thursday	5/19/2016					
Friday	5/20/2016					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date