

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 5/21/2016

Pay period end date: 6/3/2016

Employee: _____

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	5/21/2016					
Sunday	5/22/2016					
Monday	5/23/2016					
Tuesday	5/24/2016					
Wednesday	5/25/2016					
Thursday	5/26/2016					
Friday	5/27/2016					
Saturday	5/28/2016					
Sunday	5/29/2016					
Monday	5/30/2016					
Tuesday	5/31/2016					
Wednesday	6/1/2016					
Thursday	6/2/2016					
Friday	6/3/2016					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date