

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 6/21/2016

Pay period end date: 7/5/2016

Employee: _____

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Tuesday	6/21/2016					
Wednesday	6/22/2016					
Thursday	6/23/2016					
Friday	6/24/2016					
Saturday	6/25/2016					
Sunday	6/26/2016					
Monday	6/27/2016					
Tuesday	6/28/2016					
Wednesday	6/29/2016					
Thursday	6/30/2016					
Friday	7/1/2016					
Saturday	7/2/2016					
Sunday	7/3/2016					
Monday	7/4/2016					
Tuesday	7/5/2016					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date