

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 11/4/2017

Pay period end date: 11/20/2017

Employee: _____

Any extra hours will be
paid on the
Dec 5, 2017 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	11/4/2017					
Sunday	11/5/2017					
Monday	11/6/2017					
Tuesday	11/7/2017					
Wednesday	11/8/2017					
Thursday	11/9/2017					
Friday	11/10/2017					
Saturday	11/11/2017					
Sunday	11/12/2017					
Monday	11/13/2017					
Tuesday	11/14/2017					
Wednesday	11/15/2017					
Thursday	11/16/2017					
Friday	11/17/2017					
Saturday	11/18/2017					
Sunday	11/19/2017					
Monday	11/20/2017					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date