

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 12/21/2016

Pay period end date: 1/5/2017

Employee: _____

Any extra hours will be
paid on the
Jan 20, 2017 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Wednesday	12/21/2016					
Thursday	12/22/2016					
Friday	12/23/2016					
Saturday	12/24/2016					
Sunday	12/25/2016					
Monday	12/26/2016					
Tuesday	12/27/2016					
Wednesday	12/28/2016					
Thursday	12/29/2016					
Friday	12/30/2016					
Saturday	12/31/2016					
Sunday	1/1/2017					
Monday	1/2/2017					
Tuesday	1/3/2017					
Wednesday	1/4/2017					
Thursday	1/5/2017					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date