

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 1/6/2017

Pay period end date: 1/20/2017

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

Any extra hours will be  
paid on the  
Feb 3, 2017 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Friday	1/6/2017					
Saturday	1/7/2017					
Sunday	1/8/2017					
Monday	1/9/2017					
Tuesday	1/10/2017					
Wednesday	1/11/2017					
Thursday	1/12/2017					
Friday	1/13/2017					
Saturday	1/14/2017					
Sunday	1/15/2017					
Monday	1/16/2017					
Tuesday	1/17/2017					
Wednesday	1/18/2017					
Thursday	1/19/2017					
Friday	1/20/2017					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date