

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 1/21/2017

Pay period end date: 2/3/2017

Employee: _____

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

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

Employee signature

Date

Supervisor signature

Date