

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 8/20/2016

Pay period end date: 9/2/2016

Employee: _____

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	8/20/2016					
Sunday	8/21/2016					
Monday	8/22/2016					
Tuesday	8/23/2016					
Wednesday	8/24/2016					
Thursday	8/25/2016					
Friday	8/26/2016					
Saturday	8/27/2016					
Sunday	8/28/2016					
Monday	8/29/2016					
Tuesday	8/30/2016					
Wednesday	8/31/2016					
Thursday	9/1/2016					
Friday	9/2/2016					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date