

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 9/3/2016

Pay period end date: 9/20/2016

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

Any extra hours will be  
paid on the  
Oct 5, 2016 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	9/3/2016					
Sunday	9/4/2016					
Monday	9/5/2016					
Tuesday	9/6/2016					
Wednesday	9/7/2016					
Thursday	9/8/2016					
Friday	9/9/2016					
Saturday	9/10/2016					
Sunday	9/11/2016					
Monday	9/12/2016					
Tuesday	9/13/2016					
Wednesday	9/14/2016					
Thursday	9/15/2016					
Friday	9/16/2016					
Saturday	9/17/2016					
Sunday	9/18/2016					
Monday	9/19/2016					
Tuesday	9/20/2016					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date