

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 9/21/2016

Pay period end date: 10/5/2016

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

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Wednesday	9/21/2016					
Thursday	9/22/2016					
Friday	9/23/2016					
Saturday	9/24/2016					
Sunday	9/25/2016					
Monday	9/26/2016					
Tuesday	9/27/2016					
Wednesday	9/28/2016					
Thursday	9/29/2016					
Friday	9/30/2016					
Saturday	10/1/2016					
Sunday	10/2/2016					
Monday	10/3/2016					
Tuesday	10/4/2016					
Wednesday	10/5/2016					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date