

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 10/6/2016

Pay period end date: 10/20/2016

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

Any extra hours will be  
paid on the  
Nov 4, 2016 pay date

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date