

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 10/21/2017

Pay period end date: 11/3/2017

Employee: _____

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	10/21/2017					
Sunday	10/22/2017					
Monday	10/23/2017					
Tuesday	10/24/2017					
Wednesday	10/25/2017					
Thursday	10/26/2017					
Friday	10/27/2017					
Saturday	10/28/2017					
Sunday	10/29/2017					
Monday	10/30/2017					
Tuesday	10/31/2017					
Wednesday	11/1/2017					
Thursday	11/2/2017					
Friday	11/3/2017					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date