

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 10/21/2016

Pay period end date: 11/4/2016

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

Any extra hours will be  
paid on the  
Nov 18, 2016 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Friday	10/21/2016					
Saturday	10/22/2016					
Sunday	10/23/2016					
Monday	10/24/2016					
Tuesday	10/25/2016					
Wednesday	10/26/2016					
Thursday	10/27/2016					
Friday	10/28/2016					
Saturday	10/29/2016					
Sunday	10/30/2016					
Monday	10/31/2016					
Tuesday	11/1/2016					
Wednesday	11/2/2016					
Thursday	11/3/2016					
Friday	11/4/2016					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date