

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 11/5/2016

Pay period end date: 11/18/2016

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date