

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 11/21/2017

Pay period end date: 12/5/2017

Employee: _____

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Tuesday	11/21/2017					
Wednesday	11/22/2017					
Thursday	11/23/2017					
Friday	11/24/2017					
Saturday	11/25/2017					
Sunday	11/26/2017					
Monday	11/27/2017					
Tuesday	11/28/2017					
Wednesday	11/29/2017					
Thursday	11/30/2017					
Friday	12/1/2017					
Saturday	12/2/2017					
Sunday	12/3/2017					
Monday	12/4/2017					
Tuesday	12/5/2017					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date