

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 12/6/2016

Pay period end date: 12/20/2016

Employee: _____

Any extra hours will be
paid on the
Jan 5, 2017 pay date

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

Employee signature

Date

Supervisor signature

Date