

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 11/19/2016

Pay period end date: 12/5/2016

Employee: _____

Any extra hours will be
paid on the
Dec 20, 2016 pay date

| Day | | In | Out | Total Regular | Total Extra | Grand Total |
|-----------|------------|----|-----|------------------------|-------------|-------------|
| Saturday | 11/19/2016 | | | | | |
| Sunday | 11/20/2016 | | | | | |
| Monday | 11/21/2016 | | | | | |
| Tuesday | 11/22/2016 | | | | | |
| Wednesday | 11/23/2016 | | | | | |
| Thursday | 11/24/2016 | | | | | |
| Friday | 11/25/2016 | | | | | |
| Saturday | 11/26/2016 | | | | | |
| Sunday | 11/27/2016 | | | | | |
| Monday | 11/28/2016 | | | | | |
| Tuesday | 11/29/2016 | | | | | |
| Wednesday | 11/30/2016 | | | | | |
| Thursday | 12/1/2016 | | | | | |
| Friday | 12/2/2016 | | | | | |
| Saturday | 12/3/2016 | | | | | |
| Sunday | 12/4/2016 | | | | | |
| Monday | 12/5/2016 | | | | | |
| | | | | Total Extra | | |
| | | | | hourly rate | | |
| | | | | Total Extra Pay | | |

Employee signature

Date

Supervisor signature

Date