

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 1/6/2022

Pay period end date: 1/20/2022

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

Any extra hours will be  
paid on the  
Feb 4, 2022 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Thursday	1/6/2022					
Friday	1/7/2022					
Saturday	1/8/2022					
Sunday	1/9/2022					
Monday	1/10/2022					
Tuesday	1/11/2022					
Wednesday	1/12/2022					
Thursday	1/13/2022					
Friday	1/14/2022					
Saturday	1/15/2022					
Sunday	1/16/2022					
Monday	1/17/2022					
Tuesday	1/18/2022					
Wednesday	1/19/2022					
Thursday	1/20/2022					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date