

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 12/21/2018

Pay period end date: 1/4/2019

Employee: _____

Any extra hours will be
paid on the
Jan 18, 2018 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Friday	12/21/2018					
Saturday	12/22/2018					
Sunday	12/23/2018					
Monday	12/24/2018					
Tuesday	12/25/2018					
Wednesday	12/26/2018					
Thursday	12/27/2018					
Friday	12/28/2018					
Saturday	12/29/2018					
Sunday	12/30/2018					
Monday	12/31/2018					
Tuesday	1/1/2019					
Wednesday	1/2/2019					
Thursday	1/3/2019					
Friday	1/4/2019					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date