

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 1/4/2020

Pay period end date: 1/17/2020

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

Any extra hours will be  
paid on the  
Feb 5, 2020 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	1/4/2020					
Sunday	1/5/2020					
Monday	1/6/2020					
Tuesday	1/7/2020					
Wednesday	1/8/2020					
Thursday	1/9/2020					
Friday	1/10/2020					
Saturday	1/11/2020					
Sunday	1/12/2020					
Monday	1/13/2020					
Tuesday	1/14/2020					
Wednesday	1/15/2020					
Thursday	1/16/2020					
Friday	1/17/2020					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date