

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 1/5/2019

Pay period end date: 1/18/2019

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

Any extra hours will be  
paid on the  
Feb 5, 2018 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	1/5/2019					
Sunday	1/6/2019					
Monday	1/7/2019					
Tuesday	1/8/2019					
Wednesday	1/9/2019					
Thursday	1/10/2019					
Friday	1/11/2019					
Saturday	1/12/2019					
Sunday	1/13/2019					
Monday	1/14/2019					
Tuesday	1/15/2019					
Wednesday	1/16/2019					
Thursday	1/17/2019					
Friday	1/18/2019					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date