

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 1/21/2021

Pay period end date: 2/5/2021

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

Any extra hours will be  
paid on the  
Feb 19, 2021 pay date

| Day       |           | In | Out | Total Regular          | Total Extra | Grand Total |
|-----------|-----------|----|-----|------------------------|-------------|-------------|
| Thursday  | 1/21/2021 |    |     |                        |             |             |
| Friday    | 1/22/2021 |    |     |                        |             |             |
| Saturday  | 1/23/2021 |    |     |                        |             |             |
| Sunday    | 1/24/2021 |    |     |                        |             |             |
| Monday    | 1/25/2021 |    |     |                        |             |             |
| Tuesday   | 1/26/2021 |    |     |                        |             |             |
| Wednesday | 1/27/2021 |    |     |                        |             |             |
| Thursday  | 1/28/2021 |    |     |                        |             |             |
| Friday    | 1/29/2021 |    |     |                        |             |             |
| Saturday  | 1/30/2021 |    |     |                        |             |             |
| Sunday    | 1/31/2021 |    |     |                        |             |             |
| Monday    | 2/1/2021  |    |     |                        |             |             |
| Tuesday   | 2/2/2021  |    |     |                        |             |             |
| Wednesday | 2/3/2021  |    |     |                        |             |             |
| Thursday  | 2/4/2021  |    |     |                        |             |             |
| Friday    | 2/5/2021  |    |     |                        |             |             |
|           |           |    |     | <b>Total Extra</b>     |             |             |
|           |           |    |     | <b>hourly rate</b>     |             |             |
|           |           |    |     | <b>Total Extra Pay</b> |             |             |

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date