

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 11/6/2018

Pay period end date: 11/20/2018

Employee: _____

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Tuesday	11/6/2018					
Wednesday	11/7/2018					
Thursday	11/8/2018					
Friday	11/9/2018					
Saturday	11/10/2018					
Sunday	11/11/2018					
Monday	11/12/2018					
Tuesday	11/13/2018					
Wednesday	11/14/2018					
Thursday	11/15/2018					
Friday	11/16/2018					
Saturday	11/17/2018					
Sunday	11/18/2018					
Monday	11/19/2018					
Tuesday	11/20/2018					
				Total Extra		
				hourly rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date