

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 11/6/2019

Pay period end date: 11/20/2019

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

Any extra hours will be  
paid on the  
Dec 5, 2019 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Wednesday	11/6/2019					
Thursday	11/7/2019					
Friday	11/8/2019					
Saturday	11/9/2019					
Sunday	11/10/2019					
Monday	11/11/2019					
Tuesday	11/12/2019					
Wednesday	11/13/2019					
Thursday	11/14/2019					
Friday	11/15/2019					
Saturday	11/16/2019					
Sunday	11/17/2019					
Monday	11/18/2019					
Tuesday	11/19/2019					
Wednesday	11/20/2019					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date