

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 12/4/2021

Pay period end date: 12/20/2021

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

Any extra hours will be  
paid on the  
Jan 5, 2022 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	12/4/2021					
Sunday	12/5/2021					
Monday	12/6/2021					
Tuesday	12/7/2021					
Wednesday	12/8/2021					
Thursday	12/9/2021					
Friday	12/10/2021					
Saturday	12/11/2021					
Sunday	12/12/2021					
Monday	12/13/2021					
Tuesday	12/14/2021					
Wednesday	12/15/2021					
Thursday	12/16/2021					
Friday	12/17/2021					
Saturday	12/18/2021					
Sunday	12/19/2021					
Monday	12/20/2021					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date