

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 1/6/2023

Pay period end date: 1/20/2023

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

Any extra hours will be  
paid on the  
Feb 3, 2023 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Friday	1/6/2023					
Saturday	1/7/2023					
Sunday	1/8/2023					
Monday	1/9/2023					
Tuesday	1/10/2023					
Wednesday	1/11/2023					
Thursday	1/12/2023					
Friday	1/13/2023					
Saturday	1/14/2023					
Sunday	1/15/2023					
Monday	1/16/2023					
Tuesday	1/17/2023					
Wednesday	1/18/2023					
Thursday	1/19/2023					
Friday	1/20/2023					
				<b>Total Extra</b>		
				<b>Hourly Rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date