

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 1/6/2024

Pay period end date: 1/19/2024

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

Any extra hours will be  
paid on the  
Feb 5, 2024 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	1/6/2024					
Sunday	1/7/2024					
Monday	1/8/2024					
Tuesday	1/9/2024					
Wednesday	1/10/2024					
Thursday	1/11/2024					
Friday	1/12/2024					
Saturday	1/13/2024					
Sunday	1/14/2024					
Monday	1/15/2024					
Tuesday	1/16/2024					
Wednesday	1/17/2024					
Thursday	1/18/2024					
Friday	1/19/2024					
				<b>Total Extra</b>		
				<b>Hourly Rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date