

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 10/21/2023

Pay period end date: 11/3/2023

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

Any extra hours will be  
paid on the  
Nov 20, 2023 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	10/21/2023					
Sunday	10/22/2023					
Monday	10/23/2023					
Tuesday	10/24/2023					
Wednesday	10/25/2023					
Thursday	10/26/2023					
Friday	10/27/2023					
Saturday	10/28/2023					
Sunday	10/29/2023					
Monday	10/30/2023					
Tuesday	10/31/2023					
Wednesday	11/1/2023					
Thursday	11/2/2023					
Friday	11/3/2023					
				<b>Total Extra</b>		
				<b>Hourly Rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date