

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 10/5/2024

Pay period end date: 10/18/2024

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

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	10/5/2024					
Sunday	10/6/2024					
Monday	10/7/2024					
Tuesday	10/8/2024					
Wednesday	10/9/2024					
Thursday	10/10/2024					
Friday	10/11/2024					
Saturday	10/12/2024					
Sunday	10/13/2024					
Monday	10/14/2024					
Tuesday	10/15/2024					
Wednesday	10/16/2024					
Thursday	10/17/2024					
Friday	10/18/2024					
				<b>Total Extra</b>		
				<b>Hourly Rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date