

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 11/6/2024

Pay period end date: 11/20/2024

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

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

Day		In	Out	Total Regular	Total Extra	Grand Total
Wednesday	11/6/2024					
Thursday	11/7/2024					
Friday	11/8/2024					
Saturday	11/9/2024					
Sunday	11/10/2024					
Monday	11/11/2024					
Tuesday	11/12/2024					
Wednesday	11/13/2024					
Thursday	11/14/2024					
Friday	11/15/2024					
Saturday	11/16/2024					
Sunday	11/17/2024					
Monday	11/18/2024					
Tuesday	11/19/2024					
Wednesday	11/20/2024					
				<b>Total Extra</b>		
				<b>Hourly Rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date