

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 1/4/2025

Pay period end date: 1/17/2025

Employee: _____

Any extra hours will be
paid on the
Feb 5, 2025 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	1/4/2025					
Sunday	1/5/2025					
Monday	1/6/2025					
Tuesday	1/7/2025					
Wednesday	1/8/2025					
Thursday	1/9/2025					
Friday	1/10/2025					
Saturday	1/11/2025					
Sunday	1/12/2025					
Monday	1/13/2025					
Tuesday	1/14/2025					
Wednesday	1/15/2025					
Thursday	1/16/2025					
Friday	1/17/2025					
				Total Extra		
				Hourly Rate		
				Total Extra Pay		

Employee signature

Date

Supervisor signature

Date