

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 1/18/2025

Pay period end date: 2/5/2025

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

Any extra hours will be  
paid on the  
Feb 20, 2025 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	1/18/2025					
Sunday	1/19/2025					
Monday	1/20/2025					
Tuesday	1/21/2025					
Wednesday	1/22/2025					
Thursday	1/23/2025					
Friday	1/24/2025					
Saturday	1/25/2025					
Sunday	1/26/2025					
Monday	1/27/2025					
Tuesday	1/28/2025					
Wednesday	1/29/2025					
Thursday	1/30/2025					
Friday	1/31/2025					
Saturday	2/1/2025					
Sunday	2/2/2025					
Monday	2/3/2025					
Tuesday	2/4/2025					
Wednesday	2/5/2025					
				<b>Total Extra</b>		
				<b>Hourly Rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date