

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 11/21/2025

Pay period end date: 12/5/2025

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

Any extra hours will be  
paid on the  
Dec 19, 2025 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Friday	11/21/2025					
Saturday	11/22/2025					
Sunday	11/23/2025					
Monday	11/24/2025					
Tuesday	11/25/2025					
Wednesday	11/26/2025					
Thursday	11/27/2025					
Friday	11/28/2025					
Saturday	11/29/2025					
Sunday	11/30/2025					
Monday	12/1/2025					
Tuesday	12/2/2025					
Wednesday	12/3/2025					
Thursday	12/4/2025					
Friday	12/5/2025					
				<b>Total Extra</b>		
				<b>Hourly Rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date