

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 12/21/2019

Pay period end date: 1/3/2020

Employee: _____

Any extra hours will be
paid on the
Jan 17, 2020 pay date

| Day | | In | Out | Total Regular | Total Extra | Grand Total |
|-----------|------------|----|-----|------------------------|-------------|-------------|
| Saturday | 12/21/2019 | | | | | |
| Sunday | 12/22/2019 | | | | | |
| Monday | 12/23/2019 | | | | | |
| Tuesday | 12/24/2019 | | | | | |
| Wednesday | 12/25/2019 | | | | | |
| Thursday | 12/26/2019 | | | | | |
| Friday | 12/27/2019 | | | | | |
| Saturday | 12/28/2019 | | | | | |
| Sunday | 12/29/2019 | | | | | |
| Monday | 12/30/2019 | | | | | |
| Tuesday | 12/31/2019 | | | | | |
| Wednesday | 1/1/2020 | | | | | |
| Thursday | 1/2/2020 | | | | | |
| Friday | 1/3/2020 | | | | | |
| | | | | Total Extra | | |
| | | | | hourly rate | | |
| | | | | Total Extra Pay | | |

Employee signature

Date

Supervisor signature

Date