

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 11/21/2018

Pay period end date: 12/5/2018

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

Any extra hours will be  
paid on the  
Dec 20, 2018 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Wednesday	11/21/2018					
Thursday	11/22/2018					
Friday	11/23/2018					
Saturday	11/24/2018					
Sunday	11/25/2018					
Monday	11/26/2018					
Tuesday	11/27/2018					
Wednesday	11/28/2018					
Thursday	11/29/2018					
Friday	11/30/2018					
Saturday	12/1/2018					
Sunday	12/2/2018					
Monday	12/3/2018					
Tuesday	12/4/2018					
Wednesday	12/5/2018					
				<b>Total Extra</b>		
				<b>hourly rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date