

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 11/21/2023

Pay period end date: 12/5/2023

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

Any extra hours will be  
paid on the  
Dec 20, 2023 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Tuesday	11/21/2023					
Wednesday	11/22/2023					
Thursday	11/23/2023					
Friday	11/24/2023					
Saturday	11/25/2023					
Sunday	11/26/2023					
Monday	11/27/2023					
Tuesday	11/28/2023					
Wednesday	11/29/2023					
Thursday	11/30/2023					
Friday	12/1/2023					
Saturday	12/2/2023					
Sunday	12/3/2023					
Monday	12/4/2023					
Tuesday	12/5/2023					
				<b>Total Extra</b>		
				<b>Hourly Rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date