

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 10/4/2025

Pay period end date: 10/20/2025

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

Any extra hours will be  
paid on the  
Nov 5, 2025 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Saturday	10/4/2025					
Sunday	10/5/2025					
Monday	10/6/2025					
Tuesday	10/7/2025					
Wednesday	10/8/2025					
Thursday	10/9/2025					
Friday	10/10/2025					
Saturday	10/11/2025					
Sunday	10/12/2025					
Monday	10/13/2025					
Tuesday	10/14/2025					
Wednesday	10/15/2025					
Thursday	10/16/2025					
Friday	10/17/2025					
Saturday	10/18/2025					
Sunday	10/19/2025					
Monday	10/20/2025					
				Total Extra		
				Hourly Rate		
				Total Extra Pay		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date