

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 11/6/2025

Pay period end date: 11/20/2025

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

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

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date