

# Semi-Monthly Time Sheet

## LEXINGTON SCHOOLS

Pay period start date: 12/21/2023

Pay period end date: 1/5/2024

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

Any extra hours will be  
paid on the  
Jan 19, 2024 pay date

Day		In	Out	Total Regular	Total Extra	Grand Total
Thursday	12/21/2023					
Friday	12/22/2023					
Saturday	12/23/2023					
Sunday	12/24/2023					
Monday	12/25/2023					
Tuesday	12/26/2023					
Wednesday	12/27/2023					
Thursday	12/28/2023					
Friday	12/29/2023					
Saturday	12/30/2023					
Sunday	12/31/2023					
Monday	1/1/2024					
Tuesday	1/2/2024					
Wednesday	1/3/2024					
Thursday	1/4/2024					
Friday	1/5/2024					
				<b>Total Extra</b>		
				<b>Hourly Rate</b>		
				<b>Total Extra Pay</b>		

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date