

Semi-Monthly Time Sheet

LEXINGTON SCHOOLS

Pay period start date: 5/4/2024

Pay period end date: 5/20/2024

Employee: _____

Any extra hours will be
paid on the
Jun 5, 2024 pay date

| Day | | In | Out | Total Regular | Total Extra | Grand Total |
|-----------|-----------|----|-----|------------------------|-------------|-------------|
| Saturday | 5/4/2024 | | | | | |
| Sunday | 5/5/2024 | | | | | |
| Monday | 5/6/2024 | | | | | |
| Tuesday | 5/7/2024 | | | | | |
| Wednesday | 5/8/2024 | | | | | |
| Thursday | 5/9/2024 | | | | | |
| Friday | 5/10/2024 | | | | | |
| Saturday | 5/11/2024 | | | | | |
| Sunday | 5/12/2024 | | | | | |
| Monday | 5/13/2024 | | | | | |
| Tuesday | 5/14/2024 | | | | | |
| Wednesday | 5/15/2024 | | | | | |
| Thursday | 5/16/2024 | | | | | |
| Friday | 5/17/2024 | | | | | |
| Saturday | 5/18/2024 | | | | | |
| Sunday | 5/19/2024 | | | | | |
| Monday | 5/20/2024 | | | | | |
| | | | | Total Extra | | |
| | | | | Hourly Rate | | |
| | | | | Total Extra Pay | | |

Employee signature

Date

Supervisor signature

Date