

Agency labor time sheet
Lewisville Independent School District

Agency Delany M.S. Please circle one: Acrobat Link Results Keystaff Spur

School Delany M.S.
Agency staff employee name (please print) Elba Diaz

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
	Monday				
	Tuesday				
	Wednesday				
10/11/18	8:00	2:30	6:30	Elba Diaz	<i>[Signature]</i>
	Friday				

Total Hours 6.50 6.30

[Signature]
Manager Signature

Claudia Wagner
please print Manager name

Manager or designee verifies and signs daily
Write "No Show" in Time In/Out column if employee is a no show
Manager completes Total Hours box on Friday and signs
Manager Fax to their Area Manager on Friday by end of day