

Agency labor time sheet
Lewisville Independent School District

Agency Link Please circle one: Acrobat Results Keystaff Spur

School Delaney M.S.
Agency staff employee name (please print) Elber Diaz

Date	Monday	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
9/16/18				no show		
	Tuesday					
	Wednesday					
	Thursday					
10/19/18		8:00	2:20	6:20 6:33	Elber Diaz	

Total Hours 6.33 6.20

Manager Signature [Signature]
please print Manager name Charles Meyer

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