

Agency labor time sheet
Lewisville Independent School District

Agency

Please circle one
Pacesetter One Source Results

Majesty

Acrobat

School

Parkway

Agency staff employee name (please print)

Ella Diaz

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
10-18-18	8:00 AM	2:09 PM	6hr 49 min	Ella Diaz	Meg Whittle
Friday			6.15		

Total Hours 6.15

Meg Whittle

Manager Signature

Meg Whittle

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 Supervisor on Friday by end of day

253334

Submitted 10/23

Agency labor time sheet
Lewisville Independent School District

Agency

Please circle one

Pacesetter

One Source

Results

Majesty

Aerobat

School

PLA
WWY

Agency staff employee name (please print) Maria Gomez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
Thursday					
10-19-18	8:00 AM	2:04 PM	6:04	<i>Carthia</i>	<i>Meg</i>
			6:07	<i>Meg</i>	<i>Meg</i>
Total Hours		6:07	6:07		

Total Hours

6:07

Manager Signature

Meg Wolnik

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 Supervisor on Friday by end of day