

Agency labor time sheet

Lewisville Independent School District

Agency

Agency Please circle one
Pacesetter One

Results

Acrobat

Agency staff employee name (please print) E. Iba Diaz

Total Hours

6hr Dose No. 1. 10.0

Manager Signature

Write "No Show" in Time In/Out column if employee is a no show

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Manager Fax to their Supervisor on Friday by end of day

please print Manager name

please print Manager name

Agency labor time sheet
Lewisville Independent School District

Agency Please circle one:
Link Acrobat Results Keystaff Spur
School Parkway

Agency staff employee name (please print) Melissa Glazier

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
10-22-18	Monday 8 AM	2:05 PM	6 hours	<u>Melissa Glazier</u>	<u>Meg Wolinik</u>
10-23-18	Tuesday 8 AM	2:05 PM	6 hours	<u>Melissa Glazier</u>	<u>Meg Wolinik</u>
	Wednesday				
	Thursday				
	Friday				

Total Hours

12.17

Melissa Glazier
Manager Signature

Meg Wolinik
Manager Signature

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