

Agency labor time sheet

Lewisville Independent School District

APPENDIX

Please circle one:
Link Across

Results Keystaff

4105

Agency staff employee name (please print) Lorena Hernandez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
10/22/18	Monday	9:00	2:00	5	C. Hernandez
10/23/18	Tuesday	9:20	2:05	4.75	C. Hernandez
10/24/18	Wednesday	9:20	2:00	4.45	C. Hernandez
	Thursday			4.67	
10/25/18	Friday	9:00	2:00	5	C. Hernandez

Total Hours

19.42
1930

110

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

please print Manager name

Manager Signature