

Agency labor time sheet
 Lewisville Independent School District

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

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	L Hernandez
10/23/18	Tuesday	9:20	2:05	4.45 4.75	L Hernandez
10/24/18	Wednesday	9:20	2:00	4.45 4.67	L Hernandez
	Thursday				
10/26/18	Friday	9:50	2:00	5	L Hernandez

Total Hours 19.42
19.30

Manager Signature [Signature]

please print Manager name Cheryl 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