

Agency labor time sheet

Lewisville Independent School District

Agency

Please circle one:

Link

 Acrobat

Results

Keystaff

Spur

School

Blubonnet

Agency staff employee name (please print)

Elba Diaz

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
	Monday				
	Tuesday				
	Wednesday				
10-25-18	7:09am	2:20pm	7:11	<u>Elba Diaz</u>	<u>Elba Diaz</u>
10-26-18	8:15am	2:25pm	6.17	<u>Elba Diaz</u>	<u>Elba Diaz</u>

Total Hours

18.35Rishav Kaur

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