



Agency labor time sheet
 Lewisville Independent School District


Agency _____ Please circle one: Acrobat Link _____ Results _____ Keystaff _____ Spur _____

School Bluebonnet

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 Thursday	8:09am	2:20pm	6.18 6.18	Elba Diaz	
10-26-18 Friday	8:15am	2:25pm	6.10 6.17	Elba Diaz	

Total Hours 12.35

Manager Signature 
 please print Manager name Eguaral Kaur

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