

Agency labor time sheet
 Lewisville Independent School District

Agency Acrobat Please circle one: Results Keystaff Spur

School Highland Village

Agency staff employee name (please print) Esmeralda Barrios

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
10-22-18	Monday	8:00	2:00	Esmeralda Barrios.	Mary Ebert
10-23-18	Tuesday	8:00	2:00	Esmeralda Barrios	Mary Ebert
10-24-18	Wednesday	8:00	2:00	Esmeralda Barrios	Mary Ebert
	Thursday				
	Friday				

Total Hours 18

Mary E. Ebert
 Manager Signature

Mary E. Ebert
 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