

Agency labor time sheet

Lewisville Independent School District

Agency Please circle one:
Link Acrobat 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	8:21	2:16	6	Esmeralda Barrios	Mary Eller
10-23-18	8:10	2:16	6	Esmeralda Barrios	Mary Eller
10-24-18	8:10	2:16	6	Esmeralda Barrios	Mary Eller
Thursday					
Friday					

Total Hours 18

Mary Eller
Manager Signature

Mary Eller
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