

Agency labor time sheet
Lewisville Independent School District

Agency Please circle one
Pacesetter One Source Results Majesty/Acrobat

School Timber Creek

Agency staff employee name (please print) MARIA GOMEZ

Date	11-27-18	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
	Monday					
11-27-18	Tuesday	8 am	2 PM	6 Hours	<i>[Signature]</i>	<i>[Signature]</i>
11-28-18	Wednesday	8 am	2 PM	6 Hours	<i>[Signature]</i>	<i>[Signature]</i>
	Thursday					
	Friday					

Total Hours 12
[Signature]
Manager Signature

JAIMIE
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 Supervisor on Friday by end of day