

Agency labor time sheet
Lewisville Independent School District

Agency Please circle one: Link OneSource Results Keystaff Spur BPI Acrobat BPI One Elite

School LFS Lewisville ES

Agency staff employee name (please print) Jeidy Avila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
12/8/2020 Tuesday	8:15	2:00	5.45	Jeidy Avila	Denise Taylor
12/9/2020 Wednesday	8:15	12:30	4.15	Jeidy Avila	Denise Taylor
12/10/2020 Thursday	8:15	2:00	5.45	Jeidy Avila	Denise Taylor
Friday					

Total Hours 15.45

Denise Taylor
Manager Signature

Denise Taylor
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

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Agency

Please circle one:

Link

OneSource

Results

Keystaff

Spur

Acrobat

BPI

One Elite

School

LES Lewisville

Agency staff employee name (please print) Minevalais

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
12/20/2020 Monday	7:10 AM	1:30 PM	6:30 hrs	Miguel Perez	Darise Taylor
Tuesday					
Wednesday					
Thursday					
Friday					

Total Hours 6.30

Darise Taylor
Manager Signature

Darise Taylor
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
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School LES Lewisville ES
Agency staff employee name (please print) Lorena Hernandez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
Thursday					
1/31/2020 Friday	8:40	2:15	5.35	<u>[Signature]</u>	<u>[Signature]</u>

Total Hours 5.35

[Signature]
Manager Signature

[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