

Agency labor time sheet

Lewisville Independent School District

Agency

Please circle one:

Link

OneSource

Results

Keystaff

Spur

Acrobat

BPI

One Elite

School

Hannon HS

Agency staff employee name (please print)

Anita Castro

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
1/27/20	Monday	8:45	2:45	6	Anita Castro
1/28/20	Tuesday	8:45	2:45	6	Anita Castro
1/29/20	Wednesday	8:45	2:45	6	Anita Castro
1/30/20	Thursday	8:45	2:45	6	Anita Castro
	Friday	8:45	2:45	6	Anita Castro

Total Hours

30

Manager Signature

Tely Wager

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