

Agency labor time sheet
Lewisville Independent School District

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

School Downing MS

Agency staff employee name (please print) Morena Hernandez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
1-29-20 Wednesday	8:40	2:10	5 1/2 hrs	<u>[Signature]</u>	<u>agarcia</u>
Thursday					
Friday					

Total Hours 5 1/2 hrs

[Signature]
 Manager Signature

Alesha Garcia
 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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School Dawnings - Sent from Lakeland

Agency staff employee name (please print) Jelidy Avila

Date		Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
1-27-20	Monday	8:30	2:00	5 1/2 hrs	Jelidy Avila	Agarcia
	Tuesday					
	Wednesday					
	Thursday					
	Friday					

Total Hours 5 1/2 hrs

Agarcia
 Manager Signature

Agarcia
 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