

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) Arenna 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 $\frac{1}{2}$ hrs	(for 2019)
	Thursday				
	Friday				

Total Hours 5 $\frac{1}{2}$ hrs

Alesha Garcia

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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Lewisville Independent School District

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School Downings - 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	3:00	5 1/2 hrs	<u>Jelidy Avila</u> <u>Agarcia</u>
	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