

Agency labor time sheet
Lewisville Independent School District

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

School Degan Elem
Agency staff employee name (please print) Leidy Atila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
2.4.20 Tuesday	8:30	1:40	5.10	Leidy Atila	Shackins
Wednesday					
Thursday					
Friday					

Total Hours 5.10

Shackins
Manager Signature
Sharon Shackins
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 LHS

Agency staff employee name (please print) Mirena Luis

Date	Monday	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
2/4		800	200	0hrs	Mirena Luis	Penny Potter
2/5		800	200	0hrs	Mirena Luis	Penny Potter
	Tuesday					
	Wednesday					
	Thursday					
	Friday					

Total Hours 0hrs
0hrs
 Manager Signature Penny Potter
 please print Manager name Penny Potter

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School MTS
Agency staff employee name (please print) Jeddy Avila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
2-6-20 Thursday	8:35	2:15	5:40	Jeddy Avila	Jeddy Avila
Friday	8:35				

Total Hours 5:40

Jeddy Avila
Manager Signature
Jeddy Avila
please print Manager name

Manager or designee verifies and signs daily
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School Timber Creek ES

Agency staff employee name (please print) Minerva Luis

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday	8	2	6	Minerva	Rani
Tuesday					
Wednesday					
Thursday					
Friday					

Total Hours 6

Rani
Manager Signature

Jaime Osorio
please print Manager name

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Keystaff

Spur

BPI

One Elite

School

mg

Agency staff employee name (please print)

Minerva Luis

Date

Time In

Time Out

Hours Worked

Daily Employee Signature

Daily Manager Signature

	Monday					
	Tuesday					
	Wednesday					
2/6	Thursday	8am	9:00	6 hrs.	Minerva Luis	Minerva Luis
	Friday					

Total Hours

6 hrs.

Manager Signature

Minerva Luis

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 Southbridge

Agency staff employee name (please print) Muneyra Luis

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
Thursday					
2-7-20 Friday	7:00	2:00	5:00	<i>Muneyra Luis</i>	<i>Sandy Brown</i>

Total Hours 7.75

Sandy Brown
Manager Signature
Sandy Brown
please print Manager name

Manager or designee verifies and signs daily
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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
7/3/2020					
7/4/2020	8:30	1:30	5	<i>[Signature]</i>	<i>[Signature]</i>
7/5/2020	9:00	2:11	5.11	<i>[Signature]</i>	<i>[Signature]</i>
	9:00	2:17	5.17	<i>[Signature]</i>	<i>[Signature]</i>
	8:30	2:00	5.30	<i>[Signature]</i>	<i>[Signature]</i>

Total Hours 20.58

[Signature]
Manager Signature

[Signature]
please print Manager name

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Agency

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Spur

Acrobat

BPI

One Elite

School

~~###~~ Harmon LHS

Agency staff employee name (please print) Norma Castro

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
2/3/2020	8:45	2:45	6	Norma Castro	
2/4/2020	8:45	2:45	6	Norma Castro	
2/5/2020	8:45	2:45	6	Norma Castro	
2/6/2020	8:45	2:45	6	Norma Castro	
2/7/2020	8:45	2:45	6	Norma Castro	

Total Hours

30

Manager Signature



Fely Wagar
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