

Agency labor time sheet

Lewisville Independent School District

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

Acrobat

School

LHS Harmon

Agency staff employee name (please print) Norma Castro

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
2/10/2020	8:45	2:45	6:00	Norma Castro m.	[Signature]
2/11/2020	8:45	2:45	6:00	Norma Castro m.	[Signature]
2/12/2020	8:45	2:45	6:00	Norma Castro m.	[Signature]
2/13/2020	8:45	2:45	6:00	Norma Castro m.	[Signature]
2/14/2020	8:40	2:45	6:05	Norma Castro m.	[Signature]

Total Hours 30.05

[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

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Lewisville Independent School District

Agency

Please circle one:

Link

OneSource

Results

Keystaff

Spur

Acrobat

BPI

One Elite

School

MA

Agency staff employee name (please print) Minerva Luis

Date	Monday	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
2/11	Tuesday	8am	2:01	6:01	Minerva Luis	Minerva R
2/12	Wednesday	8am	2:01	6:01	Minerva Luis	Minerva R
	Thursday					
	Friday					

Total Hours

12:02

Minerva R
Manager Signature

Minerva Rice
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 MHS
Agency staff employee name (please print): Deidy Avila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
2-10-20 Monday	8:30	2:40	5:50	Deidy Avila	[Signature]
Tuesday					
Wednesday					
Thursday					
Friday					

Total Hours 5:50
 Manager Signature [Signature]
 please print Manager name Deidy Avila

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 MHS
Agency staff employee name (please print) Minerva Luis

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
2-10-20	8:00	3:00	7:00	Minerva Luis	[Signature]
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Total Hours 7.00

[Signature]
Manager Signature
[Signature]
please print Manager name

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School Southridge

Agency staff employee name (please print) Sandy Brown

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
Thursday					
2-14-20 Friday	8:30	2:00	5H-30M	Sandy Brown	Sandy Brown

Total Hours 5H-30M

Sandy Brown
Manager Signature

Sandy Brown
please print Manager Name

Manager or designee verifies and signs daily
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School Southridge

Agency staff employee name (please print) Anita Castro

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
2-12-20	7:00	2:10	7 H. 10 M	X Anita Castro	Sandy Brown
2-13-20	7:00	2:00	7 H.	X Anita Castro	Sandy Brown
Friday					

Total Hours 14 H. 10 M.

Sandy Brown
Manager Signature

Sandy Brown
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 Lakeland ES

Agency staff employee name (please print) Minerva WIS

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
Thursday	8:00	2:00	6	<u>Minerva</u>	<u>K Brown</u>
Friday	8:00	2:00	6	<u>Minerva</u>	<u>K Brown</u>

Total Hours 12

Kathy Brown
Manager Signature

Kathy Brown
please print Manager name

Manager or designee verifies and signs daily
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School Lewisville Elementary Larena Hernandez

Agency staff employee name (please print)				Daily Employee Signature		Daily Manager Signature	
Date	Time In	Time Out	Hours Worked				
2/10/20	Monday	8:00	2:04	5.04	[Signature]	[Signature]	[Signature]
2/11/20	Tuesday	8:30	2:06	5.36	[Signature]	[Signature]	[Signature]
2/12/20	Wednesday	8:30	2:15	5.45	[Signature]	[Signature]	[Signature]
2/13/20	Thursday	7:00	2:15	4.15	[Signature]	[Signature]	[Signature]
2/14/20	Friday	8:30	2:10	5.40	[Signature]	[Signature]	[Signature]

Total Hours

29.20

Manager Signature
Jimmy McDonald
please print Manager name

Manager or designee verifies and signs daily
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Agency _____ Please circle one: _____
 Link _____ OneSource _____ Results _____ Keystaff _____ Spur _____ Acrobat _____ BPI _____ One Elite _____

School FWHS
 Agency staff employee name (please print): Jenny Avila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
	Monday				
	Tuesday				
2/12	Wednesday	8:05	6	Jenny Avila	Jenny Avila
	Thursday				
	Friday				

Total Hours 6

 Manager Signature
D. Johnson
 please print Manager name

Manager or designee verifies and signs daily
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School EWHS

Agency staff employee name (please print) Jeddy Avila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
Thursday	8	2	6	Jeddy Avila	[Signature]
Friday					

Total Hours 6

[Signature]
 Manager Signature
 please print Manager name

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School Fruit HS

Agency staff employee name (please print) Anita Castro

Date	Monday	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
2/11	Tuesday	8	2	6	Anita Castro	[Signature]
	Wednesday					
	Thursday					
	Friday					

Total Hours 6

[Signature]
Manager Signature

D Johnson
please print Manager name

Manager or designee verifies and signs daily
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