

**Agency labor time sheet**  
Lewisville Independent School District

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

School HS Harrison

Agency staff employee name (please print) Norma Castro moreno

| Date              | Time In | Time Out | Hours Worked | Daily Employee Signature | Daily Manager Signature |
|-------------------|---------|----------|--------------|--------------------------|-------------------------|
| Monday            | ---     | ---      | ---          | ---                      | ---                     |
| 2/18/20 Tuesday   | 8:45    | 2:45     | 6:00         | Norma Castro             | ---                     |
| 2/19/20 Wednesday | 8:40    | 2:45     | 6:05         | Norma Castro             | ---                     |
| Thursday          |         |          |              |                          |                         |
| Friday            |         |          |              |                          |                         |

Total Hours 12:05

[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

**Agency labor time sheet**  
Lewisville Independent School District

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

School: Lakeland ES

Agency staff employee name (please print) Anita Castro

| Date      | Time In | Time Out | Hours Worked | Daily Employee Signature | Daily Manager Signature |
|-----------|---------|----------|--------------|--------------------------|-------------------------|
| Monday    |         |          |              |                          |                         |
| Tuesday   |         |          |              |                          |                         |
| Wednesday | 8:00    | 2:00     | 6            | Anita Castro             | Daisy A                 |
| Thursday  | 8:00    | 2:00     | 6            | Anita Castro             | Daisy A                 |
| Friday    |         |          |              |                          |                         |

Total Hours 17

Daisy A  
Manager Signature  
Daisy A  
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

**Agency labor time sheet**  
 Lewisville Independent School District

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School Falls  
 Agency staff employee name (please print) Norma Castro-Moreno

| Date    | Time In   | Time Out | Hours Worked | Daily Employee Signature | Daily Manager Signature |
|---------|-----------|----------|--------------|--------------------------|-------------------------|
|         | Monday    |          |              |                          |                         |
|         | Tuesday   |          |              |                          |                         |
|         | Wednesday |          |              |                          |                         |
|         | Thursday  |          |              |                          |                         |
| 2-27-20 | 8         | 4        | 6            | Norma Castro-Moreno      | Johnson Harris          |

Total Hours 6

  
 Manager Signature  
Johnson Harris  
 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

# Agency labor time sheet

Lewisville Independent School District

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

School Fair HS  
Agency staff employee name (please print) Jeddy Avila

| Date    | Time In | Time Out | Hours Worked | Daily Employee Signature | Daily Manager Signature |
|---------|---------|----------|--------------|--------------------------|-------------------------|
| 8/18/10 | 8       | 2        | 6            | Jeddy Avila              | Jeddy Avila             |
| 8/19/10 | 8       | 2        | 6            | Jeddy Avila              | Jeddy Avila             |
| 8/20/10 | 9       | 2        | 5            | Jeddy Avila              | Jeddy Avila             |
| 8/21/10 |         |          |              |                          |                         |
| 8/22/10 |         |          |              |                          |                         |
| 8/23/10 |         |          |              |                          |                         |
| 8/24/10 |         |          |              |                          |                         |
| 8/25/10 |         |          |              |                          |                         |

Total Hours 17

Manager Signature  
D. Johnson  
please print Manager name

Corrected  
wrong data  
8/18/10  
8/19/10  
8/20/10  
8/21/10  
8/22/10  
8/23/10  
8/24/10  
8/25/10

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

### Agency labor time sheet

Lewisville Independent School District

**Agency** **Please circle one:**

**Link**

OneSource

## Results

## Keystaff

**jeans**

81

## One Elite

## School

5

Agency staff employee name (please print) Norma Castro-Moreno

| Date   | Time In   | Time Out | Hours Worked | Daily Employee Signature | Daily Manager Signature |
|--------|-----------|----------|--------------|--------------------------|-------------------------|
|        | Monday    |          |              |                          |                         |
|        | Tuesday   |          |              |                          |                         |
|        | Wednesday |          |              |                          |                         |
| 2/6/20 | Thursday  | 8:00     | 6            | Normal City              | [Signature]             |
|        | Friday    |          |              |                          |                         |

**Total Hours**

19

**Managerial Skills**

**Manager Signature**

  
Manager Signature

**Manager Signature**

Tennys Potter

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**

**Agency labor time sheet**  
Lewisville Independent School District

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

School MHS

Agency staff employee name (please print) Anita Castro

| Date    | Time In   | Time Out | Hours Worked | Daily Employee Signature | Daily Manager Signature |
|---------|-----------|----------|--------------|--------------------------|-------------------------|
|         | Monday    |          |              |                          |                         |
|         | Tuesday   |          |              |                          |                         |
|         | Wednesday |          |              |                          |                         |
|         | Thursday  |          |              |                          |                         |
| 2-21-20 | 9:00      | 3:00     | 6            | Anita Castro             | [Signature]             |

Total Hours 6

[Signature]  
Manager Signature  
[Signature]  
please print Manager name  
Nelly bray

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

# Agency labor time sheet

Lewisville Independent School District

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

School INDEPENDENCE

Agency staff employee name (please print) MINERVA LUIS

| Date      | Time In | Time Out | Hours Worked | Daily Employee Signature | Daily Manager Signature |
|-----------|---------|----------|--------------|--------------------------|-------------------------|
| Monday    |         |          |              |                          |                         |
| 2-18-2020 | 8:00    | 2:12     | 6:12         | <i>Minerva Luis</i>      | <i>Ali</i>              |
| 2-17-2020 | 8:00    | 2:17     | 6:17         | <i>Minerva Luis</i>      | <i>Ali</i>              |
| 2-20-2020 | 8:00    | 2:15     | 6:15         | <i>Minerva Luis</i>      | <i>Ali</i>              |
| 2-21-2020 | 8:00    | 2:08     | 6:08         | <i>Minerva Luis</i>      | <i>Ali</i>              |
|           |         |          | 24:52        |                          |                         |

Total Hours 24:52

*Ali*  
Manager Signature

*Taskeen Ali*  
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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Manager Fax to their Area Manager on Friday by end of day

**Agency labor time sheet**  
Lewisville Independent School District

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

School LES Lewisville ES

Agency staff employee name (please print) Lorena Hernandez

| Date      | Monday    | Time In | Time Out | Hours Worked | Daily Employee Signature | Daily Manager Signature |
|-----------|-----------|---------|----------|--------------|--------------------------|-------------------------|
| 2/18/2020 | Tuesday   |         | NO SHOW  |              |                          |                         |
| 2/19/2020 | Wednesday | 9:00    | 2:00     | 5 hr.        | <u>LD Taylor</u>         |                         |
| 2/20/2020 | Thursday  | 9:00    | 2:00     | 5 hr.        | <u>LD Taylor</u>         |                         |
| 2/21/2020 | Friday    | 9:00    | 2:00     | 5 hr.        | <u>LD Taylor</u>         |                         |

Total Hours 15 hr.

LD Taylor  
Manager Signature

LD Taylor  
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

Agency labor time sheet  
Lewistown 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) Elana Leyva

| Date              | Time In | Time Out | Hours Worked | Daily Employee Signature | Daily Manager Signature |
|-------------------|---------|----------|--------------|--------------------------|-------------------------|
| Monday            |         |          |              |                          |                         |
| 2-18-20 Tuesday   | 9:00    | 2:30     | 5 1/2        | <u>Elana Leyva</u>       | <u>Elana Leyva</u>      |
| 2-19-20 Wednesday | 8:30    | 2:30     | 4            | <u>Elana Leyva</u>       | <u>Elana Leyva</u>      |
| 2-20-20 Thursday  | 8:40    | 2:40     | 4            | <u>Elana Leyva</u>       | <u>Elana Leyva</u>      |
| 2-21-20 Friday    | 8:30    | 2:30     | 4            | <u>Elana Leyva</u>       | <u>Elana Leyva</u>      |

Total Hours 23 1/2 hr

Manager Signature Elana Leyva  
 please print Manager name Elana Leyva

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