

Agency labor time sheet
Lewisville Independent School District

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

School Lakeland ES

Agency staff employee name (please print) Lorena Hernandez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
Thursday	8:00	1:30	5.5	<i>[Signature]</i>	<i>Kathy Brown</i>
Friday					

Total Hours 5.5

Kathy Brown
Manager Signature

Kathy 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
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) Jordy Avila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
	Monday				
	Tuesday				
	Wednesday				
	Thursday				
3-6-20	8:30	2:30	6	Jordy Avila	Jellybean

Total Hours 6

Jellybean
Manager Signature
Jellybean
please print Manager name

Manager or designee verifies and signs daily
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Manager fax to their Area Manager on Friday by end of day

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 School MHS

Agency staff employee name (please print) Lorena Hernandez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
Thursday					
3-6-20 Friday	9:00	3:00	4	<i>[Signature]</i>	<i>[Signature]</i>

Total Hours 6

[Signature]
 Manager Signature
Kelly Gray
 please print Manager name

Manager or designee verifies and signs daily
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School FWHS

Agency staff employee name (please print) NORMA CASTRO-MORENO

Date	Monday	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
3/4/10		8	2	6	Norma Castro	Norma Castro
	Tuesday					
	Wednesday					
3/5/10	Thursday	8	2	6	Norma Castro	Norma Castro
3/6/10	Friday	8	2	6	Norma Castro	Norma Castro

Total Hours 24

Manager Signature
Norma Castro

Manager Signature
D. Johnson Harris

please print Manager name

Manager or designee verifies and signs daily
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School FMHS

Agency staff employee name (please print) MIDELVA LUIS

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday	9:00	2:30	6:30	<i>[Signature]</i>	ON Independence
Wednesday	8	4:30	6:30	<i>[Signature]</i>	<i>[Signature]</i>
Thursday					
Friday					

Total Hours 6.3

Manager Signature

[Signature]
D. Johnson Harris

please print Manager name

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School Independence

Agency staff employee name (please print) Minerva Luis

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
3-2-2020	Monday	8:00	2:13	6:13	minerva
3-3-2020	Tuesday	8:00	2:30	6:30	minerva
	Wednesday				
	Thursday				
	Friday				

Total Hours 12.43

Tasleem Ali
Manager Signature
Tasleem Ali
please print Manager name

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School INDEPENDENCE

Agency staff employee name (please print) JEDY AVILA

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
	Monday				
3-3-2020	8:00	2:16	6:16	Jedy Avila	GA
3-4-2020	8:00	2:04	6:04	Jedy Avila	GA
	Thursday				
	Friday				
			12:20		

Total Hours 12:20

Tasleem Ali
Manager Signature

Tasleem Ali
please print Manager name

Manager or designee verifies and signs daily
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School INDEPENDENCE
Agency staff employee name (please print) Minerva Luis

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
Wednesday					
3-5-2020	8:00	2:15	6:15	<i>Minerva Luis</i>	<i>Carleen</i>
3-6-2020	8:00	2:13	6:13	<i>Minerva Luis</i>	<i>Carleen</i>
			12:28		

Total Hours 12:28

Carleen
Manager Signature
Carleen
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

LES Lewisville ES

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

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
3/3/2020 Tuesday	7:00	2:15	7:15	<u>Norma Castro-Moreno</u>	<u>Denise Taylor</u>
3/4/2020 Wednesday	7:00	2:15	7:15	<u>Norma Castro-Moreno</u>	<u>Denise Taylor</u>
Thursday					
Friday					

Total Hours

14.30

Manager Signature

Denise 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

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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
3/2/2020	Monday	9:00 - 2:17	5.17	<u>[Signature]</u>	<u>[Signature]</u>
3/3/2020	Tuesday	9:00 - 1:30	4.30	<u>[Signature]</u>	<u>[Signature]</u>
	Wednesday				
	Thursday				
	Friday				

Total Hours 9.47

[Signature]
Manager Signature

[Signature]
please print Manager name

Manager or designee verifies and signs daily
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