

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) Jeddy Avila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
	Monday				
	Tuesday				
3/11/20	Wednesday	8:00	2:00	Jeddy Avila	Denise Taylor
3/12/20	Thursday	8:00	2:00	Jeddy Avila	Denise Taylor
	Friday				

Total Hours 12 hrs

Denise Taylor
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
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 DeLeon

Agency staff employee name (please print) Jeddy Avila

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
3-9-20	Monday	NO	SHOW		Meg Wolnik
3-10-20	Tuesday	8:30 AM	2:30	9 hrs Jeddy Avila	Meg Wolnik
	Wednesday				
	Thursday				
	Friday				

Total Hours Meg Wolnik
Manager Signature

Meg Wolnik
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 Parkview

Agency staff employee name (please print) Lorena Hernandez

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
Monday					
Tuesday					
3-11-20 Wednesday	9 AM	2 PM	5 hr	Lorena Hernandez	Meg Wolnik
3-12-20 Thursday	9 AM	2:30	5 1/2 hrs	Lorena Hernandez	Meg Wolnik
Friday					

Total Hours 10 1/2 hrs

Manager Signature
Meg Wolnik
please print Manager name

Manager or designee verifies and signs daily
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School Donald

Agency staff employee name (please print) Anita Castro

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
3/9/2020	Monday	10	2	Anita Castro	Eulala Holston
3/10/2020	Tuesday	10	2	Anita Castro	Eulala Holston
3/11/2020	Wednesday	10	2	Anita Castro	Eulala Holston
	Thursday				
	Friday				

Total Hours

Eulala Holston
Manager Signature

Eulala Holston
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 Harrison

Agency staff employee name (please print) Anita Castro

Date	Time In	Time Out	Hours Worked	Daily Employee Signature	Daily Manager Signature
	Monday				
	Tuesday				
	Wednesday				
3/12/20	8:50	2:45	5:55	Anita Castro	[Signature]
	Thursday				
	Friday				

Total Hours 5.55

[Signature]
Manager Signature

Rajiv Kant
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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Agency

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One Elite

School

FWHS

Agency staff employee name (please print)

Norma Ayala-Muñoz

Date

Time In

Time Out

Hours Worked

Daily Employee Signature

Daily Manager Signature

Monday	8	2	6	Norma Ayala-Muñoz	Norma Ayala-Muñoz
Tuesday	8	2	6	Norma Ayala-Muñoz	Norma Ayala-Muñoz
Wednesday	8	2	6	Norma Ayala-Muñoz	Norma Ayala-Muñoz
Thursday	8	2	6	Norma Ayala-Muñoz	Norma Ayala-Muñoz
Friday					

Total Hours

24

Manager 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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Agency _____ Please circle one: _____
Link _____ OneSource _____ Results _____ Keystaff _____ Spur _____ Acrobat _____ 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
3-9-2020	8:00	2:00	6:00	<i>Minerva Luis</i>	<i>Alan</i>
3-10-2020	8:00	2:06	6:06	<i>Minerva Luis</i>	<i>Alan</i>
3-11-2020	8:00	2:06	6:06	<i>Minerva Luis</i>	<i>Alan</i>
3-12-2020	8:00	2:06	6:06	<i>Minerva Luis</i>	<i>Alan</i>
Friday					
			24:18		

Total Hours 24:18

Alan
Manager Signature
Alan
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