

**FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.  
FULL YEAR TIMESHEET**

EMPLOYEE'S NAME: \_\_\_\_\_ FILE#: \_\_\_\_\_

POSITION & ACTIVITY: \_\_\_\_\_ Schedule: **FULL YEAR / LTS** DATE: \_\_\_\_\_

CLASS: \_\_\_\_\_ SITE: \_\_\_\_\_ FROM: **08/01/17** TO: **08/15/17**

**ALL TIME SHEETS MUST BE TURNED IN BY 12PM THE NEXT WORKING DAY AFTER EACH PAY PERIOD**

DATE	IN	OUT	IN	OUT	TOTAL WORKING HRS	OT Hours	SICK Hours	VAC. Hours	UNION HRS	JURY DUTY HRS	BEREAVEMENT PAY	LEAVE W/O PAY
08/01/17												
08/02/17												
08/03/17												
08/04/17												
08/05/17	S A T U R D A Y											
08/06/17	S U N D A Y											
08/07/17												
08/08/17												
08/09/17												
08/10/17												
08/11/17												
08/12/17	S A T U R D A Y											
08/13/17	S U N D A Y											
08/14/17												
08/15/17												
<b>TOTAL HOURS</b>												

EMPLOYEE'S SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

<b>Payroll Use ONLY:</b>												
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