

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

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

JOB DESCRIPTION: \_\_\_\_\_ Schedule: **FULL YEAR / LTS** DATE: \_\_\_\_\_

CLASS: \_\_\_\_\_ SITE: \_\_\_\_\_ FROM: **07/16/17** TO: **07/31/17**

**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	BEREAVE MENT PAY	LEAVE W/O PAY
07/16/17	S U N D A Y											
07/17/17												
07/18/17												
07/19/17												
07/20/17												
07/21/17												
07/22/17	S A T U R D A Y											
07/23/17	S U N D A Y											
07/24/17												
07/25/17												
07/26/17												
07/27/17												
07/28/17												
07/29/17	S A T U R D A Y											
07/30/17	S U N D A Y											
07/31/17												
<b>TOTAL HOURS</b>												

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

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

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

<b>Payroll Use ONLY:</b>								
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