

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

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

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

CLASS: \_\_\_\_\_ SITE: \_\_\_\_\_ FROM: 01/16/17 TO: 01/31/17

**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	BEREAVEMENT PAY	LEAVE W/O PAY
01/16/17	<b>MARTIN LUTHER KING DAY HOLIDAY 8 HOURS</b>											
01/17/17												
01/18/17												
01/19/17												
01/20/17												
01/21/17	<b>S A T U R D A Y</b>											
01/22/17	<b>S U N D A Y</b>											
01/23/17												
01/24/17												
01/25/17												
01/26/17												
01/27/17												
01/28/17	<b>S A T U R D A Y</b>											
01/29/17	<b>S U N D A Y</b>											
01/30/17												
01/31/17												
<b>TOTAL HOURS</b>												

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

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

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

<b>Payroll Use ONLY:</b>									
--------------------------	--	--	--	--	--	--	--	--	--