FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
FULL YEAR TIMESHEET

EMPLOYEE'S NAME: _____ FILE# : _____

JOB DESCRIPTION: _____ Schedule: **FULL YEAR / LTS** DATE: _____

CLASS: _____ SITE: _____ FROM: **06/16/17** TO: **06/30/17**

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
06/16/17												
06/17/17	S A T U R D A Y											
06/18/17	S U N D A Y											
06/19/17												
06/20/17												
06/21/17												
06/22/17												
06/23/17												
06/24/17	S A T U R D A Y											
06/25/17	S U N D A Y											
06/26/17												
06/27/17												
06/28/17												
06/29/17												
06/30/17												
TOTAL HOURS												

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

Payroll Use ONLY:								