FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
FULL YEAR TIMESHEET

EMPLOYEE'S NAME: _____ FILE# : _____

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

CLASS: _____ SITE: _____ FROM: **05/01/17** TO: **05/15/17**

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
05/01/17												
05/02/17												
05/03/17												
05/04/17												
05/05/17												
05/06/17	S A T U R D A Y											
05/07/17	S U N D A Y											
05/08/17												
05/09/17												
05/10/17												
05/11/17												
05/12/17												
05/13/17	S A T U R D A Y											
05/14/17	S U N D A Y											
05/15/17												
TOTAL HOURS												

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

Payroll Use ONLY:								