FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
PART YEAR TIMESHEET

EMPLOYEE'S NAME: _____ FILE# : _____

JOB DESCRIPTION: _____ Schedule: **FD PD LTS** DATE: _____

CLASS: _____ SITE: _____ FROM: **04/01/17** TO: **04/15/17**

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	SPRING BREAK	OT Hours	SICK Hours	UNION Hours	JURY DUTY	BEREAVEMENT PAY	LEAVE W/O PAY
04/01/17	S A T U R D A Y											
04/02/17	S U N D A Y											
04/03/17												
04/04/17												
04/05/17												
04/06/17												
04/07/17												
04/08/17	S A T U R D A Y											
04/09/17	S U N D A Y											
04/10/17	***** SPRING BREAK *****					8	***** SPRING BREAK *****					
04/11/17	***** SPRING BREAK *****					8	***** SPRING BREAK *****					
04/12/17	***** SPRING BREAK *****					8	***** SPRING BREAK *****					
04/13/17	***** SPRING BREAK *****					8	***** SPRING BREAK *****					
04/14/17	***** SPRING BREAK *****					8	***** SPRING BREAK *****					
04/15/17	S A T U R D A Y											
TOTAL HOURS						40						

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

Payroll Use ONLY:								