

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

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

JOB DESCRIPTION: \_\_\_\_\_ Schedule: **FD PD LTS** DATE: \_\_\_\_\_

CLASS: \_\_\_\_\_ SITE: \_\_\_\_\_ FROM: **02/16/17** TO: **02/28/17**

**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	UNION HRS	JURY DUTY HRS	BEREAVEMENT PAY	LEAVE W/O PAY
02/16/17											
02/17/17											
02/18/17	S A T U R D A Y										
02/19/17	S U N D A Y										
02/20/17	PRESIDENT'S DAY HOLIDAY 8 HOURS										
02/21/17											
02/22/17											
02/23/17											
02/24/17											
02/25/17	S A T U R D A Y										
02/26/17	S U N D A Y										
02/27/17											
02/28/17											
<b>TOTAL HOURS</b>											

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

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

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

<b>Payroll Use ONLY:</b>							
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