FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
PART YEAR TIMESHEET

EMPLOYEE'S NAME: _____ FILE# : _____

JOB DESCRIPTION: _____ Schedule: **FD PD 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	**MARTIN LUTHER KING DAY HOLIDAY 8 HOURS**											
01/17/17												
01/18/17												
01/19/17												
01/20/17												
01/21/17	**S A T U R D A Y**											
01/22/17	**S U N D A Y**											
01/23/17												
01/24/17												
01/25/17												
01/26/17												
01/27/17												
01/28/17	**S A T U R D A Y**											
01/29/17	**S U N D A Y**											
01/30/17												
01/31/17												
TOTAL HOURS												

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

Payroll Use ONLY:								