FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
PART YEAR TIMESHEET

EMPLOYEE'S NAME: _____ FILE# : _____

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

CLASS: _____ SITE: _____ FROM: **03/01/17** TO: **03/15/17**

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

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

Payroll Use ONLY:							