

**FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.**  
**SUBSTITUTE TIMESHEET**

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

JOB DESCRIPTION: \_\_\_\_\_ 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 HRS	SITE	INITIAL
<b>TOTAL HOURS</b>							

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

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

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