

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

EMPLOYEE'S NAME: \_\_\_\_\_

FILE#: \_\_\_\_\_

JOB DESCRIPTION: \_\_\_\_\_

DATE: \_\_\_\_\_

CLASS: \_\_\_\_\_

SITE: \_\_\_\_\_

FROM: 01/16/12 TO: 01/31/12

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	PER USED	SICK USED	VAC. USED	UNION HRS	EDUC. RELEASE HOURS	LEAVE W/O PAY
01/16/12	<b>MARTIN LUTHER KING DAY - ALL AGENCY HOLIDAY</b>										
01/17/12											
01/18/12											
01/19/12											
01/20/12											
01/21/12	S A T U R D A Y										
01/22/12	S U N D A Y										
01/23/12											
01/24/12											
01/25/12											
01/26/12											
01/27/12											
01/28/12	S A T U R D A Y										
01/29/12	S U N D A Y										
01/30/12											
01/31/12											
<b>TOTAL HOURS</b>											<b>=88</b>

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

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

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

