FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
SUBSTITUTE TIME SHEET

EMPLOYEE'S NAME: _____ FILE# : _____

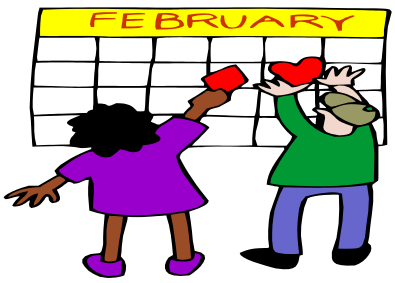
JOB DESCRIPTION: _____ DATE: _____

CLASS: _____ SITE: _____ FROM: **02/01/12** TO: **02/15/12**

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
TOTAL HOURS							

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____