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

EMPLOYEE'S NAME:_____ FILE# : _____

JOB DESCRIPTION: _____ DATE: _____

CLASS: _____ SITE: _____ FROM: **11/01/11** TO: **11/15/11**

**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 |
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| **TOTAL HOURS** | | | | | | | |

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

**VETERAN'S DAY NOVEMBER 11TH**