

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

EMPLOYEE'S NAME: _____ FILE#: _____

JOB DESCRIPTION: _____ DATE: _____

CLASS: _____ SITE: _____ FROM: 12/01/11 TO: 12/15/11

ALL TIME SHEETS MUST BE TURNED IN BY 12PM THE NEXT WORKING DAY AFTER EACH PAY PERIOD

DATE	IN	OUT	IN	OUT	TOTAL WORKIN G	PER USED	SICK USED	VAC. USE D	UNION HRS	EDUC. RELEAS E HOURS	LEAVE W/O PAY
12/01/11											
12/02/11											
12/03/11											
12/04/11	S A T U R D A Y										
12/05/11	S U N D A Y										
12/06/11											
12/07/11											
12/08/11											
12/09/11											
12/10/11											
12/11/11	S A T U R D A Y										
12/12/11	S U N D A Y										
12/13/11											
12/14/11											
12/15/11											
TOTAL HOURS											=88

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

