FOUNDATION FOR EARLY CHILDHOOD EDUCATION, INC.
FULL YEAR TIMESHEET

EMPLOYEE'S NAME: _____ FILE# : _____

JOB DESCRIPTION: _____ Schedule: **FULL YEAR / LTS** DATE: _____

CLASS: _____ SITE: _____ FROM: **07/16/16** TO: **07/31/16**

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	OT Hours	PER USED	SICK USED	VAC. USED	UNION HRS	EDUC. RELEASE HOURS	LEAVE W/O PAY
07/16/16	**S A T U R D A Y**											
07/17/16	**S U N D A Y**											
07/18/16												
07/19/16												
07/20/16												
07/21/16												
07/22/16												
07/23/16	**S A T U R D A Y**											
07/24/16	**S U N D A Y**											
07/25/16												
07/26/16												
07/27/16												
07/28/16												
07/29/16												
07/30/16	**S A T U R D A Y**											
07/31/16	**S U N D A Y**											
TOTAL HOURS												

=80

EMPLOYEE'S SIGNATURE: _____

SUPERVISOR'S SIGNATURE: _____

COMMENTS: _____

Payroll Use ONLY:								