

February 28, 2023



AGENDA ITEM 4 B

EXECUTIVE DIRECTOR'S QUARTERLY TIMESHEETS APPROVAL

TYPE OF ITEM: Consent

STATEMENT OF ISSUE

This item seeks Board approval of the Executive Director's timesheets for the last two fiscal quarters (July 1, 2022 - September 30, 2022, and October 1, 2022 - December 31, 2022).

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period of July 1, 2022 - September 30, 2022, and October 1, 2022 - December 31, 2022.

BACKGROUND

The Florida Department of Transportation (FDOT) annually evaluates and certifies the CRTPA program activities. A component of the certification review is monitoring fiscal records and procedures. One monitoring item requested is documentation that the Board or the Executive Committee has approved the Executive Director's timesheets.

As a result, staff is seeking Board approval of Greg Slay's timesheets for the most recent fiscal quarter (July 1, 2022 - September 30, 2022, and October 1, 2022 - December 31, 2022).

OPTIONS


Option 1: Approve Executive Director's timesheets for the period of July 1, 2022 - September 30, 2022, and October 1, 2022 - December 31, 2022.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Greg Slay Timesheets for 7/1/22 – 9/30/22 and 10/1/22-12/30/22

ATTACHMENT 1

EMP NAME: Greg Slay		PAYROLL DATE: 7/22/22																						
EMP #	DATE RANGE:		7/4/22	7/15/22																				
DEPT: 460101																								
CRTPA EMPLOYEE TIME SHEET																								
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE																				
Mon	7/4/22			8 - Holiday																				
Tues	7/5/22																							
Wed	7/6/22																							
Thurs	7/7/22																							
Fri	7/8/22																							
Mon	7/11/22																							
Tues	7/12/22																							
Wed	7/13/22																							
Thurs	7/14/22																							
Fri	7/15/22																							
Comments:																								
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> <p>July 15, 2022</p> </div> </div>																								
EMPLOYEE SIGNATURE			DATE																					
APPROVED BY			DATE																					
PAYROLL CLERKS SIGNATURE			DATE																					
<p>For Payroll Clerks Use Only:</p> <table style="width: 100%;"> <tr><td>Paid Holiday</td><td>_____</td></tr> <tr><td>Personal Leave</td><td>_____</td></tr> <tr><td>Sick Leave</td><td>_____</td></tr> <tr><td>Administrative Leave</td><td>_____</td></tr> <tr><td>Catastrophic Leave</td><td>_____</td></tr> <tr><td>Wellness Leave</td><td>_____</td></tr> <tr><td>Floating Holiday</td><td>_____</td></tr> <tr><td>Personal Day</td><td>_____</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>TOTAL</td><td>_____</td></tr> </table> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>					Paid Holiday	_____	Personal Leave	_____	Sick Leave	_____	Administrative Leave	_____	Catastrophic Leave	_____	Wellness Leave	_____	Floating Holiday	_____	Personal Day	_____			TOTAL	_____
Paid Holiday	_____																							
Personal Leave	_____																							
Sick Leave	_____																							
Administrative Leave	_____																							
Catastrophic Leave	_____																							
Wellness Leave	_____																							
Floating Holiday	_____																							
Personal Day	_____																							
TOTAL	_____																							

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *07/22/22*
Payroll Range *07/04/22 thru 07/15/22*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	07/04/22	8						
Tues	07/05/22	8						
Wed	07/06/22	8						
Thurs	07/07/22	8						
Fri	07/08/22	8						
Mon	07/11/22	6				1	1	
Tues	07/12/22	4		1		1	2	
Wed	07/13/22	2		3		2		1
Thurs	07/14/22	2			2	2	1	1
Fri	07/15/22	2		1	3		2	

Hours


8 Holiday
8 MPOAC, Floridians for Better Transportation (FBT) travel - Boca Raton
8 MPOAC P&T Subcommittee, FBT
8 FBT
8 FBT, travel

8 Admin, bylaws, federal planning certification virtual meeting, CMP, website
8 FHWA/FDOT certification, TMC manager apps, PIP
8 Admin, budget, TMC manager interviews, ITS, Havana Trail
8 Admin, SS4A, CMP, PIP, Freight study
8 Admin, staff meeting, SS4A, PIP

CRTPA Employee: Slay, G

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:		Greg Slay		PAYROLL DATE:		8/5/22	
EMP #		DATE RANGE:		7/18/22		7/29/22	
DEPT:		460101					
C RTPA EMPLOYEE TIME SHEET							
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE			
Mon	7/18/22						
Tues	7/19/22						
Wed	7/20/22						
Thurs	7/21/22						
Fri	7/22/22						
Mon	7/25/22						
Tues	7/26/22						
Wed	7/27/22						
Thurs	7/28/22						
Fri	7/29/22						
Comments:							
By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.							
				July 29, 2022			
EMPLOYEE SIGNATURE				DATE			
APPROVED BY				DATE			
PAYROLL CLERKS SIGNATURE				DATE			
For Payroll Clerks Use Only:							
Paid Holiday							
Personal Leave							
Sick Leave							
Administrative Leave							
Catastrophic Leave							
Wellness Leave							
Floating Holiday							
Personal Day							
TOTAL							
This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.							

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *08/05/22*
Payroll Range *07/18/22 thru 07/29/22*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	07/18/22	3			2	2		1
Tues	07/19/22	2	1		2	2	1	
Wed	07/20/22	2			3	3		
Thurs	07/21/22	3			3	2		
Fri	07/22/22	3	2	1	1	1		
Mon	07/25/22	3				2	2	1
Tues	07/26/22	1	2	2		3		
Wed	07/27/22		2	1	1	2		2
Thurs	07/28/22	8						
Fri	07/29/22	4	2			2		

Hours


8 Admin, FDOT SU discussion, SS4A, CMP, regional trails, Stadium/LB
8 DBE, budget, crash data, SS4A, CMP
8 Admin, SS4A,
8 Admin, budget, Kittleson, SS4A, CMP
8 Staff meeting, Dozier/Shoaf meeting, crash data, LRTP, PPLs, Havana Trail

8 Admin, budget, bylaws, SS4A, ITS, PIP, Havana Trail
8 Budget, U-SDK procurement, U-SDK training, Smart Cities, SS4A
8 Crash data, D. Allen, Freight Study
8 MPOAC - Gainesville
8 Staff meeting, travel policy, UPWP, crash data, Reconnecting Communities Grant

CRTPA Employee: Slay, G

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	8/19/22
EMP #	14156	DATE RANGE:	8/1/22 8/12/22
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
Mon	8/1/22		
Tues	8/2/22		
Wed	8/3/22		
Thurs	8/4/22		
Fri	8/5/22		
Mon	8/8/22		
Tues	8/9/22		
Wed	8/10/22		
Thurs	8/11/22		
Fri	8/12/22	4	
Comments:			
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EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *08/19/22*
Payroll Range *08/01/22* *thru* *08/12/22*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	08/01/22	3		1	1	3		
Tues	08/02/22	1		4	1	1		1
Wed	08/03/22	3	1	2	1			1
Thurs	08/04/22	2		3	1	1	1	
Fri	08/05/22	2		2		2		2
Mon	08/08/22	4			2	2		
Tues	08/09/22	3	2			2		1
Wed	08/10/22			2	2	2	1	1
Thurs	08/11/22	3		2	1	1		1
Fri	08/12/22	8						

Hours

Activity

8 Timesheets, procurement policy, budget, SS4A, Sabal Palm Walking Audit, CMP
8 FDOT Coordination, Orange Ave, Reconnecting Communities, TATMS, Telecommuting Study
8 Admin, crash data, SS4A, SR 267 Trail
8 Admin, Budget, SS4A, PIP
8 Travel policy, Ethics, Reconnecting Communities, Freight study scope
8 Admin, Exec Comm agenda prep.
8 Admin, budget, crash data, Wakulla Springs Management Plan, CMP
8 Reconnecting Communities, SS4A, T2H Trail, PIP, Freight Study
8 Admin, BIL, TDC, PPLs, Telecommute study
8 Admin, staff meeting, personal leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay PAYROLL DATE: 9/2/22

EMP # 14156 DATE RANGE: 8/15/22 8/26/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/15/22			
Tues	8/16/22			
Wed	8/17/22			
Thurs	8/18/22			
Fri	8/19/22			
Mon	8/22/22			
Tues	8/23/22			
Wed	8/24/22			
Thurs	8/25/22			
Fri	8/26/22			

Comments:

By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.



August 26, 2020

EMPLOYEE SIGNATURE

DATE

August 26, 2020

APPROVED BY

DATE

PAYROLL CLERKS SIGNATURE


DATE

For Payroll Clerks Use Only:

Paid Holiday _____
Personal Leave _____
Sick Leave _____
Administrative Leave _____
Catastrophic Leave _____
Wellness Leave _____
Floating Holiday _____
Personal Day _____

TOTAL _____

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EMP NAME: Greg Slay		PAYROLL DATE: 9/16/22	
EMP # 14156	DATE RANGE: 8/29/22		9/9/22
DEPT: 460101			
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
OTHER LEAVE			
Mon	8/29/22		
Tues	8/30/22		
Wed	8/31/22		
Thurs	9/1/22		
Fri	9/2/22	8	
Mon	9/5/22		
Tues	9/6/22		
Wed	9/7/22		
Thurs	9/8/22		
Fri	9/9/22		
Comments:			
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EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <div style="display: flex;"> <div style="flex: 1;"> Paid Holiday Personal Leave Sick Leave Administrative Leave Catastrophic Leave Wellness Leave Floating Holiday Personal Day </div> <div style="flex: 1; border-bottom: 1px solid black; margin-left: 10px;"></div> </div> <div style="display: flex;"> <div style="flex: 1;">TOTAL</div> <div style="flex: 1; border-bottom: 1px solid black; margin-left: 10px;"></div> </div> <p style="font-size: small; margin-top: 10px;">This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *09/16/22*
Payroll Range *08/29/22* *thru* *09/09/22*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	08/29/22	2	1	3	1	1		
Tues	08/30/22	3		2	2	1		
Wed	08/31/22	3		2	2	1		
Thurs	09/01/22	2	1	1	1	2		1
Fri	09/02/22	8						
Mon	09/05/22	8						
Tues	09/06/22	6		1		1		
Wed	09/07/22	1	1	1	2	3		
Thurs	09/08/22	3		2	1	1	1	
Fri	09/09/22	2	2	2	2			

Hours

Activity

8 Admin, Crash data, Reconnecting Communities, SS4A, TIP
8 Admin, bylaws, Reconnecting Communities, Thomasville Road MUP
8 Budget, bylaws, Reconnecting Communities, SS4A, ITS
8 Admin, bylaws, crash data, ARPC, CMP
8 Personal leave
8 Holiday
8 Admin, committees, Bridge Grant,
8 Finance, crash data, Bridge Grant, GHG PMs
8 Admin, budget, UPWP, Reconnecting communities, SS4A,
8 Admin, crash data, SS4A, TIP/PPLs

[illegible]

CRTPA TASK SHEET
FY 2017/18


Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	09/02/22		
Payroll Range	08/15/22	thru	08/26/22

									Hours	Activity
		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects		
Day	Date	701	989	703	990	706	705	995		
Mon	08/15/22	4		1	1	2			8	Admin, Exec. Comm., T2H Trail,
Tues	08/16/22	2		1	1	2	2		8	Admin, Safety Action Plan, PPLs, ITS
Wed	08/17/22	2		4		1		1	8	Admin, Safety Action Plan, T2H Trail
Thurs	08/18/22	2	2	2	2				8	Bylaws, U-SDK, ARPC meeting.
Fri	08/19/22	2		2	2			2	8	
Mon	08/22/22	5		1	2				8	Office setup, Census data review, FDOT Drone discussion
Tues	08/23/22	2		4		1		1	8	Admin, SS4A, Reconnecting Communities, PPLs, Telecommuting Study
Wed	08/24/22	4		1	2	1			8	Admin, office move, legislative review, PPLs, ITS
Thurs	08/25/22	3			4	1			8	Admin, FDOT Priorities meeting
Fri	08/26/22	3	1	2		1	1		8	Bylaws, Brevard VZ Action Plan, SS4A, Reconnecting Communities, e-bikes, website

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 9/30/22	
EMP # 14156	DATE RANGE: 9/12/22		9/23/22
DEPT: 460101			
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
OTHER LEAVE			
Mon	9/12/22		
Tues	9/13/22		
Wed	9/14/22		
Thurs	9/15/22		
Fri	9/16/22		
Mon	9/19/22		
Tues	9/20/22		
Wed	9/21/22		
Thurs	9/22/22		
Fri	9/23/22		
Comments:			
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EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *09/30/22*
Payroll Range *09/12/22 thru 09/23/22*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	09/12/22	3		3		1	1	
Tues	09/13/22		2	2	2	1		1
Wed	09/14/22		2	3	1	2		
Thurs	09/15/22	2	2	2		2		
Fri	09/16/22	2		2	1	3		
Mon	09/19/22	2	2	2	1	1		
Tues	09/20/22	1	1	3		2	1	
Wed	09/21/22	1	1	1	2	2		1
Thurs	09/22/22	2	2	1		2		1
Fri	09/23/22	2	2		2		1	1

Hours


Activity

8 Admin, bylaws, staff meeting, Reconnecting Communities, Carbon Reduction, CMP,
8 Crash data, RC, SS4A, TATMS
8 SDK, Crash data, RC, SS4A, Carbon Reduction Program
8 Admin, budget, crash data, RC,
8 Admin, RC, PPLs, Costal Trail
8 Admin, staff meeting, crash data (bike/ped), RC, SS4A,
8 Insurance (cyber), crash data (Tharpe), RC, SS4a, DEP priority/opportunity maps .
8 Admin, crash data (Tharpe), RC, regional trails, ITS
8 Billing, journal enteries, safety data (Tharpe),RC,
8 Admin, Briefing (Minor), crash data (TPD),

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 10/14/22	
EMP # 14156	DATE RANGE: 9/26/22		10/7/22
DEPT: 460101			
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
OTHER LEAVE			
Mon	9/26/22		
Tues	9/27/22		
Wed	9/28/22		
Thurs	9/29/22		
Fri	9/30/22		
Mon	10/3/22		
Tues	10/4/22		
Wed	10/5/22		
Thurs	10/6/22		
Fri	10/7/22		
Comments:			
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EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *10/14/22*
Payroll Range *09/26/22* *thru* *10/07/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	09/26/22	2	2	2	1	1		
Tues	09/27/22	2	1		2	2	1	
Wed	09/28/22	2	1	2		2		1
Thurs	09/29/22	3		2	1	2		
Fri	09/30/22			2	2	3		1
Mon	10/03/22	3	2	1		1		1
Tues	10/04/22	2	2	2	1		1	
Wed	10/05/22	2		2	1	2		1
Thurs	10/06/22	8						
Fri	10/07/22	8						

Hours

Activity


8 Admin, crash data, SS4A, Reconnecting Communities, TIP, CMP
8 Bylaws, crash data, ITS
8 Admin, crash data, RC, regional trails
8 Admin, DBE, bylaws, SS4A, CMP
8 RC, SS4A, TD, CMP, SR 267 Trail

8 Admin, staff meeting, bylaws, CTST, RC, TD, SR 267 Trail
8 Urban SDK, RC,
8 Admin, MPOAC, RC, CMP, SR 267 Trail
8 Personal leave
8 Personal leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME: Greg Slay		PAYROLL DATE: 10/28/22																		
EMP # 14156	DATE RANGE: 10/10/22		10/21/22																	
DEPT: 460101																				
CRTPA EMPLOYEE TIME SHEET																				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE																
Mon	10/10/22	8																		
Tues	10/11/22																			
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Wed	10/19/22																			
Thurs	10/20/22																			
Fri	10/21/22																			
Comments:																				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: right;">October 21, 2022</div> </div>																				
EMPLOYEE SIGNATURE		DATE																		
APPROVED BY		DATE																		
PAYROLL CLERKS SIGNATURE		DATE																		
<p>For Payroll Clerks Use Only:</p> <table style="width: 100%;"> <tr><td>Paid Holiday</td><td>_____</td></tr> <tr><td>Personal Leave</td><td>_____</td></tr> <tr><td>Sick Leave</td><td>_____</td></tr> <tr><td>Administrative Leave</td><td>_____</td></tr> <tr><td>Catastrophic Leave</td><td>_____</td></tr> <tr><td>Wellness Leave</td><td>_____</td></tr> <tr><td>Floating Holiday</td><td>_____</td></tr> <tr><td>Personal Day</td><td>_____</td></tr> </table> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>					Paid Holiday	_____	Personal Leave	_____	Sick Leave	_____	Administrative Leave	_____	Catastrophic Leave	_____	Wellness Leave	_____	Floating Holiday	_____	Personal Day	_____
Paid Holiday	_____																			
Personal Leave	_____																			
Sick Leave	_____																			
Administrative Leave	_____																			
Catastrophic Leave	_____																			
Wellness Leave	_____																			
Floating Holiday	_____																			
Personal Day	_____																			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *10/28/22*
Payroll Range *10/10/22* *thru* *10/21/22*

Day	Date	Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
		701	989	703	990	706	705	995
Mon	10/10/22	8						
Tues	10/11/22	3		2		1		2
Wed	10/12/22	2	1	1	1	1		2
Thurs	10/13/22	4		1	2	1		
Fri	10/14/22		2	2	2		1	1
Mon	10/17/22	2	1	2	1	2		
Tues	10/18/22	4		2	1	1		
Wed	10/19/22	2		2	2	2		
Thurs	10/20/22	2		2	1	3		
Fri	10/21/22	3		1		2		2

Hours

Activity


8 Personal leave
8 Admin, Reconnecting Communities, regional trails, T2H trail
8 Admin, crash data, CC SW, T2H trail
8 Admin, Bylaws, Equity & Walkable Communities webinar
8 Crash data, LRTP Revenue Forecasts, UA data, website, T2H Trail

8 Admin, staff meeting, crash data, Census data, regional trails
8 Board meeting, FMPP, Nims Middle
8 Admin, CMP,
8 MPOAC Freight Committee, ARPC meeting, SunTrail, bike/ped funding,
8 Admin, sharedrive management, Suntrail, Stadium/LB

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	11/11/22	
EMP #	14156	DATE RANGE:	10/24/22	11/4/22
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/24/22			
Tues	10/25/22			
Wed	10/26/22			
Thurs	10/27/22			
Fri	10/28/22			
Mon	10/31/22			
Tues	11/1/22			
Wed	11/2/22			
Thurs	11/3/22			
Fri	11/4/22	4		
Comments:				
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div> <p>November 4, 2022</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	
APPROVED BY			DATE	
PAYROLL CLERKS SIGNATURE			DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>				

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *11/11/22*
Payroll Range *10/24/22* *thru* *11/04/22*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	10/24/22	4		1	2	1		
Tues	10/25/22	2	1	1	1	2	1	
Wed	10/26/22	4		2	1	1		
Thurs	10/27/22	8						
Fri	10/28/22	8						
Mon	10/31/22	4		1	1	1		1
Tues	11/01/22	4		1	2	1		
Wed	11/02/22	1	1	1	2	2		1
Thurs	11/03/22	1		2	1	1		3
Fri	11/04/22	6		2				

Hours


Activity

8 Admin, UPWP amendment, journal entries, MPOAC agenda, regional trails
8 Admin, regional trails, FAMU interview (Nims Middle)
8 MPOAC travel, US 90 resurfacing.
8 MPOAC
8 MPOAC travel
8 Admin, staff meeting, SS4A, PPLs, T2H Trail
8 Admin, committees, Nims Middle,
8 Admin, crash data, Nims Middle, regional trails, T2H Trail
8 Carbon Reduction Program, Starmetro 5320 funding, T2H Trail
8 Admin, personal leave, BIL

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	11/25/22
EMP #	14156	DATE RANGE:	11/7/22 11/18/22
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
			OTHER LEAVE
Mon	11/7/22		
Tues	11/8/22		8 - H
Wed	11/9/22		
Thurs	11/10/22		
Fri	11/11/22		8 - H
Mon	11/14/22		
Tues	11/15/22		
Wed	11/16/22		
Thurs	11/17/22		
Fri	11/18/22		
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  </div> <div style="text-align: right;"> November 18, 2022 </div> </div>			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *11/25/22*
Payroll Range *11/07/22* *thru* *11/18/22*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	11/07/22	3		1	1	2		1
Tues	11/08/22	8						
Wed	11/09/22	2	1	2	1	2		
Thurs	11/10/22	1	1	2	1	2		1
Fri	11/11/22	8						
Mon	11/14/22	3	1	1	2	1		
Tues	11/15/22	5			1	1		1
Wed	11/16/22			4	2	2		
Thurs	11/17/22	2			3		1	2
Fri	11/18/22	2	1	1	1	3		

Hours


Activity

8 Admin, staff meeting, US 98/St Marks Trail parking area, regional trails
8 Election Day
8 Admin, Briefing - Minor, crash data, LCSO-SS4A discussion, TIP, regional trails
8 Admin, Crash data, SS4A, Thriving Communities - Charles WU, CMP
8 Veterans Day
8 Admin, Staff meeting, agenda review w/ Chair, crash data, BPIA TCC meeting, TIP, regional trails
8 Board meeting, TIP amendment, regional trails, freight study
8 SS4A, EV conversion discussion w/ City Fleet, Carbon Reduciton program review, TWP review, regional trails
8 Admin, FDOT TWP meeting, TWP review, website,
8 Admin, crash data, SS4A, LC SUN Trail agenda item

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	12/9/22
EMP #	14156	DATE RANGE:	11/21/22 12/2/22
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
			OTHER LEAVE
Mon	11/21/22	8	
Tues	11/22/22	8	
Wed	11/23/22	8	
Thurs	11/24/22		8 - H
Fri	11/25/22		8 - H
Mon	11/28/22		
Tues	11/29/22		8
Wed	11/30/22		8
Thurs	12/1/22		
Fri	12/2/22		
Comments:			
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EMPLOYEE SIGNATURE		831)	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

CRTPA TASK SHEET
FY 2017/18


Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	12/09/22		
Payroll Range	11/21/22	thru	12/02/22

[illegible]

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	12/23/22
EMP #	14156	DATE RANGE:	12/5/22 12/16/22
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
Mon	12/5/22		
Tues	12/6/22		
Wed	12/7/22		
Thurs	12/8/22		
Fri	12/9/22		
Mon	12/12/22		
Tues	12/13/22		
Wed	12/14/22		3
Thurs	12/15/22		
Fri	12/16/22		
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> 			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p>			
<p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

**CRTPA TASK SHEET
FY 2017/18**

Employee Name *Greg Slay*
Employee Number *14156*
Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
Payroll Date *12/23/22*
Payroll Range *12/05/22* *thru* *12/16/22*

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	12/05/22	4				2		2
Tues	12/06/22	1			2	3		2
Wed	12/07/22		1	2	1	3	1	
Thurs	12/08/22	2		2	1	2		1
Fri	12/09/22	2			2	2		2
Mon	12/12/22	1		2	2	2		1
Tues	12/13/22	1			2	3		2
Wed	12/14/22	4		1	1	2		
Thurs	12/15/22	1		3		4		
Fri	12/16/22	1		3	1	3		

Hours

Activity


8 Admin, staff meeting, invoice review, SS4A, SunTrail - US 90, SR 267 Trail, freight study
8 Admin, SR 267 Trail, Suntrail - US 90, SS4A
8 Crash data, BIL, TIP, CMP, Suntrial - US 90
8 Admin, UPWP, BP meeting, Crawfordville Rd, CMP, Suntrail - US 90
8 Admin, Grants review, SS4A, Crawfordville Rd, regional trails, SS4A

8 Carbon Reduction webinar, SS4A
8 Admin, Wakulla TIP review, TIP, regional trails, Leon County Board meeting (US 90 Trail)
8 Staff meeting, sick leave, Crawfordville Rd, regional trails (US 90),
8 Admin, SS4A, Crawfordville Rd, regional trails (US 90), CMP
8 Admin, Crawfordville Rd, PPLs, regional trails, CMP

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]

EMP NAME:	Greg Slay	PAYROLL DATE:	1/6/22
EMP #	14156	DATE RANGE:	12/19/21 12/30/21
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
			OTHER LEAVE
Mon	12/19/21		
Tues	12/20/21		
Wed	12/21/21		
Thurs	12/22/21		
Fri	12/23/21		Floating Holiday
Mon	12/26/21		Holiday
Tues	12/27/21	8	
Wed	12/28/21	8	
Thurs	12/29/21	8	
Fri	12/30/21	8	
Comments:			
<p>By signing below the employee indicates that the foregoing are the hours of leave taken during the payroll period and that aside from such leave time, the employee has worked during the payroll period in accordance with his/her job requirements.</p> 			
EMPLOYEE SIGNATURE		DATE	
APPROVED BY		DATE	
PAYROLL CLERKS SIGNATURE		DATE	
<p>For Payroll Clerks Use Only:</p> <p>Paid Holiday _____</p> <p>Personal Leave _____</p> <p>Sick Leave _____</p> <p>Administrative Leave _____</p> <p>Catastrophic Leave _____</p> <p>Wellness Leave _____</p> <p>Floating Holiday _____</p> <p>Personal Day _____</p> <p>TOTAL _____</p> <p>This record is maintained for administrative purposes only and does not in any way impact the employees wages or exempt status.</p>			

CRTPA TASK SHEET
FY 2017/18

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	01/06/22		
Payroll Range	12/19/21	thru	12/30/21

		Task 1.0 Admin	Task 2.0 Data Collection	Task 3.0 LRP	Task 4.0 SRP	Task 5.0 Mobility Planning	Task 6.0 Public Inv.	Task 7.0 Special Projects
Day	Date	701	989	703	990	706	705	995
Mon	12/19/21	3		2	1	2		
Tues	12/20/21	2		3	2	1		
Wed	12/21/21	2	2	2		2		
Thurs	12/22/21	3		2		2		1
Fri	12/23/21	8						
Mon	12/26/21	8						
Tues	12/27/21	8						
Wed	12/28/21	8						
Thurs	12/29/21	8						
Fri	12/30/21	8						

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

[illegible]