

February 18, 2025



AGENDA ITEM 4D

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 two last fiscal quarters of July 1, 2024, through September 30, 2024, and October 1, 2024, through December 31, 2024.

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period July 1, 2024, through September 30, 2024, and October 1, 2024, through December 31, 2024.

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 July 1, 2024, through September 30, 2024, and October 1, 2024, through December 31, 2024.

OPTIONS


Option 1: Approve Executive Director's timesheets for the period of July 1, 2024, through September 30, 2024, and October 1, 2024, through December 31, 2024
(Recommended)

Option 2: CRTPA Board Discretion

ATTACHMENTS

Attachment 1: Executive Director's Timesheets for July 1, 2024, through September 30, 2024


Attachment 2: Executive Director's Timesheets for October 1, 2024, through December 31, 2024

EMP NAME: Greg Slay		PAYROLL DATE: 7/19/24		
EMP # 14156	DATE RANGE: 7/1/24		7/12/24	
DEPT: 460101				
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/1/24			
Tues	7/2/24			
Wed	7/3/24	8		
Thurs	7/4/24			8 Holiday
Fri	7/5/24	8		
Mon	7/8/24			
Tues	7/9/24			
Wed	7/10/24			
Thurs	7/11/24			
Fri	7/12/24			
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 12, 2024	
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	07/19/24		
Payroll Range	07/01/24	thru	07/12/24


		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	Hours	Activity		
Day	Date	701	989	703	990	706	705	995				
Mon	07/01/24	2	3		1			2			8	Admin, staff meetings, crash data, SS4A
Tues	07/02/24	2	4			1		1			8	Admin, U-SDK, regional trails, SS4A
Wed	07/03/24	8									8	8 Personal Leave
Thurs	07/04/24	8									8	8 Holiday
Fri	07/05/24	8									8	8 Personal Leave
Mon	07/08/24	2	2	2		2			8	Admin, staff meetings,		
Tues	07/09/24	2	1	1	1	2	1		8	Admin, audit, crash data, regional trails, website, SS4A,		
Wed	07/10/24	1	3		2	2			8	Admin, MPOAC, RMP, US 90 trail, Starmetro		
Thurs	07/11/24	2	3	1		1	1		8	Admin,crash data, regional trails,		
Fri	07/12/24	3	4	1					8	Admin, U-SDK, RMP, Functional class		

EMP NAME:	Greg Slay	PAYROLL DATE:	8/2/24
EMP #	14156	DATE RANGE:	7/15/24 7/26/24
DEPT:	460101		
C RTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS OTHER LEAVE
Mon	7/15/24		
Tues	7/16/24		
Wed	7/17/24		
Thurs	7/18/24		
Fri	7/19/24		
Mon	7/22/24		
Tues	7/23/24		
Wed	7/24/24		
Thurs	7/25/24		
Fri	7/26/24		
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>  <div> July 26, 2024 </div> </div>			
EMPLOYEE SIGNATURE		DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	08/02/24		
Payroll Range	07/15/24	thru	07/26/24

									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	07/15/24	8							8	FHWA Peer Exchange - Kansas City
Tues	07/16/24	8							8	FHWA Peer Exchange - Kansas City
Wed	07/17/24	8							8	FHWA Peer Exchange - Kansas City
Thurs	07/18/24	8							8	FHWA Peer Exchange - Kansas City
Fri	07/19/24	3		2		1		2	8	Admin, RMP, regional trails, N. Monroe
Mon	07/22/24	3		1		1		3	8	Admin, staff meeting, audit, RMP, SS4A, SRTS
Tues	07/23/24	8							8	MPOAC/FBT
Wed	07/24/24	8							8	MPOAC/FBT
Thurs	07/25/24	8							8	MPOAC/FBT
Fri	07/26/24	8							8	Admin, MPOAC/FBT

EMP NAME:	Greg Slay	PAYROLL DATE:	8/16/24	
EMP #	14156	DATE RANGE:	7/29/24 8/9/24	
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/29/24			
Tues	7/30/24			
Wed	7/31/24	2		
Thurs	8/1/24			
Fri	8/2/24			
Mon	8/5/24			
Tues	8/6/24		4	
Wed	8/7/24			
Thurs	8/8/24			
Fri	8/9/24			
Comments:				
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EMPLOYEE SIGNATURE		DATE		

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

08/16/24


Payroll Range

07/29/24

thru

08/09/24


		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	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	07/29/24	2	2	1		1		2	8	Admin, crash data, RMP, ITS, SS4A
Tues	07/30/24	2		1	1	2		2	8	Staff meeting, regional trails (Dale Allen), SS4A, N. Monroe
Wed	07/31/24	4		1				3	8	Admin, personal leave, SS4A, N. Monroe
Thurs	08/01/24	2		6					8	Admin, D3 Priorities meeting
Fri	08/02/24	2	2			2		2	8	Admin, U-SDK, regional trails, SS4A
Mon	08/05/24	8							8	Hurricane Debby
Tues	08/06/24	6		2					8	Admin, sick leave, Functional classification
Wed	08/07/24	2	1	1		1	1	2	8	Admin, audit, crash data, regional trails, website, SS4A, N. Monroe
Thurs	08/08/24	1	1		1			5	8	Admin, crash data, N. Monroe, SS4A
Fri	08/09/24		4			1		3	8	U-SDK, crash data, N. Monroe, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	8/30/24	
EMP #	14156	DATE RANGE:	8/12/24	8/23/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/12/24			
Tues	8/13/24			
Wed	8/14/24	4		
Thurs	8/15/24	8		
Fri	8/16/24	8		
Mon	8/19/24	8		
Tues	8/20/24	8		
Wed	8/21/24	8		
Thurs	8/22/24	8		
Fri	8/23/24	8		
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	08/30/24		
Payroll Range	08/12/24	thru	08/23/24

		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	Hours	Activity
Mon	08/12/24	2				1	1	4	8	Admin, staff meeting, Title VI, SS4A, N, Monroe
Tues	08/13/24	1	2		1	1		3	8	Admin, U-SDK, crash data, N, Monroe, SS4A
Wed	08/14/24	4		2				2	8	Personal leave, RMP, Downtown sidewalks, SS4A
Thurs	08/15/24	8							8	Personal Leave
Fri	08/16/24	8							8	Personal Leave
Mon	08/19/24	8							8	Personal Leave
Tues	08/20/24	8							8	Personal Leave
Wed	08/21/24	8							8	Personal Leave
Thurs	08/22/24	8							8	Personal Leave
Fri	08/23/24	8							8	Personal Leave

EMP NAME:	Greg Slay	PAYROLL DATE:	9/13/24	
EMP #	14156	DATE RANGE:	8/26/24	9/6/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/26/24	8		
Tues	8/27/24	8		
Wed	8/28/24	8		
Thurs	8/29/24	5		
Fri	8/30/24	4		
Mon	9/2/24			8 - Holiday
Tues	9/3/24			
Wed	9/4/24			
Thurs	9/5/24			
Fri	9/6/24			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

09/13/24


Payroll Range

08/26/24

thru

09/06/24

		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	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	08/26/24	8							8	Personal leave
Tues	08/27/24	8							8	Personal leave
Wed	08/28/24	8							8	Personal leave
Thurs	08/29/24	8							8	Admin, Personal leave
Fri	08/30/24	8							8	Admin, Agenda review, budget, personal leave
Mon	09/02/24	8							8	Labor Day
Tues	09/03/24	4		1		2		1	8	Admin, TAC/CMAC, RMP, N. Monroe
Wed	09/04/24	3	2		2			1	8	Staff meeting, crash data, SS4A
Thurs	09/05/24	4				1		3	8	Admin, EC, FHWA Billing review, regional trails, SS4A, N. Monroe
Fri	09/06/24	2	1					5	8	Admin, crash data, SS4A, N. Monroe

EMP NAME:	Greg Slay	PAYROLL DATE:	9/27/24
EMP #	14156	DATE RANGE:	9/9/24 9/20/24
DEPT:	460101		
C RTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS OTHER LEAVE
Mon	9/9/24		
Tues	9/10/24		
Wed	9/11/24		
Thurs	9/12/24		
Fri	9/13/24		
Mon	9/16/24		
Tues	9/17/24		
Wed	9/18/24		
Thurs	9/19/24		
Fri	9/20/24		
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>  <div>September 20, 2024</div> </div>			
EMPLOYEE SIGNATURE		DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

09/27/24


Payroll Range

09/09/24

thru

09/20/24

		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	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	09/09/24	3						5	8	Admin, staff meeting, N. Monroe, SS4A
Tues	09/10/24	2	1	1				4	8	Crash data, RMP, SS4A, N. Monroe
Wed	09/11/24	1		4	1			2	8	Functional classification, RMP PIP, SS4A
Thurs	09/12/24	1	2	1	1	1		2	8	Admin, safety meeting, RMP, regional trail, SS4A
Fri	09/13/24	4	2	1				1	8	Admin, Briefing - Minor, FHWA Certification, U-SDK, RMP, SS4A
Mon	09/16/24	4		2		1		1	8	Admin, Board meeting, staff meeting, RMP, SS4A
Tues	09/17/24		2	3	1	2			8	U-SDK, RMP, Functional Classification, US 90 Trail
Wed	09/18/24		3	1	1	1		2	8	Leon CTST, U-SDK, Functional class, Starmetro, SS4A
Thurs	09/19/24	3		2	1	2			8	Admin, MPOAC, RMP, US 90 trail, Starmetro
Fri	09/20/24	2	2	2		2			8	Admin, U-SDK, RMP, Functional class, regional trails

EMP NAME:	Greg Slay	PAYROLL DATE:	10/11/24	
EMP #	14156	DATE RANGE:	9/23/24	10/4/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/23/24			
Tues	9/24/24			
Wed	9/25/24			4 - Wellness
Thurs	9/26/24			
Fri	9/27/24			
Mon	9/30/24			
Tues	10/1/24			
Wed	10/2/24			
Thurs	10/3/24			
Fri	10/4/24			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

10/11/24


Payroll Range

09/23/24

thru

10/04/24

		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	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	09/23/24	2	2	2				2	8	Admin, safety data, RMP, Functional classification, SS4A
Tues	09/24/24	3	1			2		2	8	Admin, staff meeting, performance measures, ITS, regional trails, N. Monroe
Wed	09/25/24	4	4						8	Wellness leave, St. Marks helmet fitting
Thurs	09/26/24	8							8	Hurricane Helene
Fri	09/27/24	8							8	Hurricane Helene
Mon	09/30/24	2	2			2		2	8	Admin, staff meeting, ITS, SS4A
Tues	10/01/24	1	1	1	1	1		3	8	Admin, performances measures, ITS, N. Monroe, SS4A
Wed	10/02/24	2		1	1	1		3	8	Admin, RMP, N. Monroe, SRTS SS4A
Thurs	10/03/24	2		1		4		1	8	Admin, Legislative issues, FDOT Economic Analysis - Trails, Dale Allen, SS4A
Fri	10/04/24		2	1		3		2	8	Safety data, TMC, ITS grants, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	10/25/24	
EMP #	14156	DATE RANGE:	10/7/24	10/18/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/7/24			
Tues	10/8/24			
Wed	10/9/24			
Thurs	10/10/24			
Fri	10/11/24	4		
Mon	10/14/24			
Tues	10/15/24			
Wed	10/16/24			
Thurs	10/17/24			
Fri	10/18/24			
Comments:				
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EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

10/25/24


Payroll Range

10/07/24

thru

10/18/24

		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	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	10/07/24	3		1		3		1	8	Admin, staff meeting, RMP, ITS grant opportunities, SS4A
Tues	10/08/24	2	1	2	1	2			8	Admin, crash data, functional classification, RMP, ITS
Wed	10/09/24	5			1	2			8	Admin, file management, legislative issues, ITS
Thurs	10/10/24	5		1			1	1	8	Admin, file management, RMP, SRTS
Fri	10/11/24	5			1	1		1	8	Admin, personal leave, regional trails, SRTS
Mon	10/14/24	2		2	1	2		1	8	Admin, RMP, ITS, regional trail, N. Monroe
Tues	10/15/24	3	2			2		1	8	Admin, U-SDK, enforcement, staff meeting, crash data, RMP, ITS
Wed	10/16/24	2		1	1	1		3	8	Admin, MPOAC, functional classification, SS4A
Thurs	10/17/24	2		1		2		3	8	Admin, FHWA Audit, RMP, SS4A, SRTS
Fri	10/18/24		2		2	2		2	8	U-SDK, ITS, Starmetro, SS4A

EMP NAME:	Greg Slay	PAYROLL DATE:	11/8/24	
EMP #	14156	DATE RANGE:	10/21/24	11/1/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/21/24			
Tues	10/22/24			
Wed	10/23/24			
Thurs	10/24/24			
Fri	10/25/24			
Mon	10/28/24			
Tues	10/29/24			
Wed	10/30/24			
Thurs	10/31/24			
Fri	11/1/24			
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="text-align: center;">  </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

11/08/24


Payroll Range

10/21/24

thru

11/01/24

		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	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	10/21/24	3		1		2		2	8	Admin, staff meeting, RMP, SRTS, SS4A
Tues	10/22/24	1		1	1	1		4	8	Admin, RMP, TIP, regional trails, SRTS, SS4a
Wed	10/23/24	8							8	FMPP, MPOAC travel
Thurs	10/24/24	8							8	MPOAC
Fri	10/25/24	8							8	MPOAC
Mon	10/28/24	3	1		1	1	1	1	8	Admin, U-SDK, ITS, website, N. Magnolia
Tues	10/29/24	3				2		3	8	Admin, Staff meeting, SunTrails, SS4A
Wed	10/30/24	2	1			1		4	8	Admin, U-SDK, SS4A
Thurs	10/31/24	1	1	4		1		1	8	Admin, U-SDK,ARPC, SS4A
Fri	11/01/24		2	1	1	1		3	8	U-SDK, RMP, SunTrails, SS4A, SRTS

EMP NAME:	Greg Slay	PAYROLL DATE:	11/22/24	
EMP #	14156	DATE RANGE:	11/4/24	11/15/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	11/4/24			8 - Personal Day
Tues	11/5/24			
Wed	11/6/24			
Thurs	11/7/24			
Fri	11/8/24			
Mon	11/11/24			
Tues	11/12/24			
Wed	11/13/24			
Thurs	11/14/24			
Fri	11/15/24			
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	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

11/22/24


Payroll Range


11/04/24

thru

11/15/24

		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	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	11/04/24	8							8	Personal Day
Tues	11/05/24	8							8	Holiday
Wed	11/06/24	2	1	2				3	8	Admin, RMP, SS4A
Thurs	11/07/24		1	1	1	2		3	8	Crash data, RMP, regional trails, SS4A
Fri	11/08/24	2	4	1		1			8	Admin, Crash data, regional trails
Mon	11/11/24	8							8	Holiday
Tues	11/12/24	3	3	1		1			8	Admin, staff meeting, U-SDK, ped crash data, RMP
Wed	11/13/24	1	5	1	1				8	Admin, Ped crash data, RMP, PPLs
Thurs	11/14/24	2	2	1	1	1		1	8	Admin, Ped crash data, FDOT WP update, N. Monroe
Fri	11/15/24	2	4	1				1	8	Admin, Ped crash data, RMP, N. Monroe


EMP NAME:	Greg Slay	PAYROLL DATE:	12/6/24
EMP #	14156	DATE RANGE:	11/18/24 11/29/24
DEPT:	460101		
CRTPA EMPLOYEE TIME SHEET			
DAY	DATE	VACATION HOURS	SICK HOURS
			OTHER LEAVE
Mon	11/18/24		
Tues	11/19/24		
Wed	11/20/24		
Thurs	11/21/24		
Fri	11/22/24		
Mon	11/25/24		
Tues	11/26/24		
Wed	11/27/24	8	
Thurs	11/28/24		8 - Holiday
Fri	11/29/24		8 - Holiday
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	

EMP NAME:	Greg Slay	PAYROLL DATE:	12/20/24	
EMP #	14156	DATE RANGE:	12/2/24	12/13/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/2/24			
Tues	12/3/24			
Wed	12/4/24			
Thurs	12/5/24			
Fri	12/6/24			
Mon	12/9/24			
Tues	12/10/24			
Wed	12/11/24			
Thurs	12/12/24			
Fri	12/13/24			
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>December 13, 2024</p> </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name	Greg Slay		
Employee Number	14156		
Department	CRTPA VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK		
Payroll Date	12/20/24		
Payroll Range	12/02/24	thru	12/13/24

		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	Hours	Activity
Day	Date	701	989	703	990	706	705	995		
Mon	12/02/24	3	3	1				1	8	Admin, Ex. Com., Crash data, N. Monroe
Tues	12/03/24	2	2	1	1			2	8	Staff meeting, crash data, RMP, SRTS
Wed	12/04/24	2	1	1		2	1	1	8	Admin, crash data, RMP, ITS, WTXL, SS4A
Thurs	12/05/24	1	2	1	1	2		1	8	Admin, crash data, Wakulla RAISE projects, regional trails, SRTS
Fri	12/06/24		2	2	1			3	8	Crash data, RMP, SRTS
Mon	12/09/24	2	3	1		1		1	8	Admin, COT agenda meeting, crash data, RMP, SS4A
Tues	12/10/24	2	2	1	1			2	8	Staff meeting, crash data, RMP, SRTS
Wed	12/11/24	2	3			1	1	1	8	Crash data, Title VI, SS4A
Thurs	12/12/24	2		3	1	1		1	8	Admin, FHWA Certification, RMP, regional trails, SS4A
Fri	12/13/24	2		6					8	Admin, Winterfest (flex from 12/7)

EMP NAME:	Greg Slay	PAYROLL DATE:	1/3/25	
EMP #	14156	DATE RANGE:	12/16/24	12/27/24
DEPT:	460101			
CRTPA EMPLOYEE TIME SHEET				
DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/16/24			
Tues	12/17/24			
Wed	12/18/24			
Thurs	12/19/24			
Fri	12/20/24	4		
Mon	12/23/24	6		
Tues	12/24/24			8 - wellness leave
Wed	12/25/24			8 - holiday
Thurs	12/26/24			
Fri	12/27/24	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 style="text-align: right;"> December 27, 2024 </div> </div>				
EMPLOYEE SIGNATURE			DATE	

CRTPA TASK SHEET

Employee Name

Greg Slay

Employee Number

14156

Department

CRTPA

VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK

Payroll Date

01/03/25

Payroll Range

12/16/24

thru

12/27/24

		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	12/16/24	2	3	1		1		1
Tues	12/17/24	2	3		1	1		1
Wed	12/18/24		2	2	1	1		2
Thurs	12/19/24	2		2		2		2
Fri	12/20/24	6						2
Mon	12/23/24	8						
Tues	12/24/24	8						
Wed	12/25/24	8						
Thurs	12/26/24	3	2	1		1		1
Fri	12/27/24	6	2					

Hours	Activity
8	Admin, FHWA certification, crash data, RMP, regional trails, SS4A
8	Admin, crash data, U-SDK, PPLs, SRTS
8	Crash data, RMP, regional trails, SS4A
8	RMP, Regional trails, SS4A
8	Admin, Audit scope, personal leave, SS4A
8	Admin, personal leave
8	Wellness leave
8	Holiday
8	Admin, audit, crash data, RMP, regional trails, SS4A
8	Admin, personal leave, crash data,