

January 31, 2022



**AGENDA ITEM 4 D**

**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 most recent fiscal quarter (October 1, 2021 to December 31, 2021).

**RECOMMENDED ACTION**

Option 1: Approve Executive Director's timesheets for the period of October 1, 2021 to December 31, 2021.

**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 (October 1, 2021 to December 31, 2021).

**OPTIONS**

Option 1: Approve Executive Director's timesheets for the period of October 1, 2021 to December 31, 2021.  
(Recommended)

Option 2: CRTPA Board Discretion.

**ATTACHMENTS**

Attachment 1: Greg Slay Timesheets for 10/1/21 – 12/31/21 (Pay period dates 10/11/21 – 12/31/21)

EMP NAME: Greg Slay PAYROLL DATE: 10/29/21

EMP # DATE RANGE: 10/11/21 10/22/21

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/11/21	8		
Tues	10/12/21	8		
Wed	10/13/21			
Thurs	10/14/21			
Fri	10/15/21			
Mon	10/18/21			
Tues	10/19/21			
Wed	10/20/21			
Thurs	10/21/21			
Fri	10/22/21			

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.



October 22, 2021

**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 *10/29/21*  
 Payroll Range *10/11/21* thru *10/22/21*

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
		<b>701</b>	<b>989</b>	<b>703</b>	<b>990</b>	<b>706</b>	<b>705</b>	<b>995</b>
Mon	10/11/21	8						
Tues	10/12/21	8						
Wed	10/13/21	3		1	1	2		1
Thurs	10/14/21	2	1			3		2
Fri	10/15/21	3			1	1	1	2
Mon	10/18/21	3		1		2		2
Tues	10/19/21	6				2		
Wed	10/20/21	3		1		2	2	
Thurs	10/21/21	2			1	5		
Fri	10/22/21	2	2			2		2

**Hours**

- 8** Personal leave
- 8** Personal leave
- 8** Admin, RMP, PPLs, Thomasville Rd, US 90
- 8** Admin, Thomasville Rd, Stadium/LB
- 8** Staff meeting, ILA, PPLs, Thomasville Rd, US 90
- 8** Admin, retreat prep, Thomasville Rd, US 90
- 8** Retreat, Thomasville Rd Path
- 8** Admin, Thomasville Rd, Democrat interview,
- 8** Admin, TPM webinar, Thomasville Rd Q&A session
- 8** Admin, traffic data, Thomasville Rd, US 90

EMP NAME: Greg Slay PAYROLL DATE: 11/12/21

EMP # DATE RANGE: 10/25/21 11/5/21

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	10/25/21			
Tues	10/26/21			
Wed	10/27/21			
Thurs	10/28/21			
Fri	10/29/21			
Mon	11/1/21			
Tues	11/2/21			
Wed	11/3/21			
Thurs	11/4/21			
Fri	11/5/21			

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.



November 4, 2021

**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 *11/12/21*  
 Payroll Range *10/25/21 thru 11/05/21*

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
		<b>701</b>	<b>989</b>	<b>703</b>	<b>990</b>	<b>706</b>	<b>705</b>	<b>995</b>
Mon	10/25/21	2		2		3		1
Tues	10/26/21	2				3	1	2
Wed	10/27/21	2		2	2	1		1
Thurs	10/28/21	8						
Fri	10/29/21	8						
Mon	11/01/21	2	1		1	3	1	
Tues	11/02/21	6		1		1		
Wed	11/03/21	1			1	4		2
Thurs	11/04/21		1		2	2		3
Fri	11/05/21	6				2		

**Hours**

- 8** Interlocal, RMP, Thomasville Rd Path, US 90
- 8** Interlocal - Quincy, TPM, Thomasville Rd Path, website, US 90
- 8** Admin, FDOT, TIP/PPLs, Thomasville Rd Path, US 90
- 8** MPOAC
- 8** MPOAC
- 8** Admin, traffic data, TIP, Thomasville Rd Path, website
- 8** Admin, committees, legislative issues
- 8** Admin, TIP, Thomasville Rd Path, ITS, Stadium/LB
- 8** Safety data, RMP, TIP/PPLs, Stadium/LB, US 90
- 8** Interlocal agreement, Thomasville Rd Path

EMP NAME: Greg Slay PAYROLL DATE: 11/26/21

EMP # DATE RANGE: 11/8/21 11/19/21

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	11/8/21			
Tues	11/9/21			
Wed	11/10/21			
Thurs	11/11/21			8 - Holiday
Fri	11/12/21	4		
Mon	11/15/21			
Tues	11/16/21			
Wed	11/17/21			
Thurs	11/18/21			
Fri	11/19/21			

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.



November 19, 2021

**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 *11/26/21*  
 Payroll Range *11/08/21 thru 11/19/21*

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	11/08/21	3				2	1	2
Tues	11/09/21	4				2		2
Wed	11/10/21	4	2					2
Thurs	11/11/21	8						
Fri	11/12/21	4			2	2		
Mon	11/15/21	8						
Tues	11/16/21	8						
Wed	11/17/21	1		2	1	2		2
Thurs	11/18/21		2			3	2	1
Fri	11/19/21	2				3		3

**Hours**

- 8 Admin, interlocal, Thomasville Rd Path, Stadium/LB, US 90 Trail
- 8 Interlocal, Thomasville Rd Path, Stadium/LB
- 8 Webinar - Local Preemption, Interlocal, bylaws, crash data, Stadium/LB
- 8 Veterans Day
- 8 Admin, Personal leave, TRIP/TA, Thomasville Rd
- 8 Admin, briefings (Williams-Cox, Minor, Dozier) agenda review, interlocal
- 8 Admin, Board meeting, staff meeting
- 8 Office design, Revenue Forecast committee, ITS, Stadium/LB
- 8 Crash data, Thomasville Rd, website, Stadium/LB
- 8 Bylaws/Interlocal, ITS, Thomasville Rd, US 90, Stadium/LB

EMP NAME: Greg Slay PAYROLL DATE: 12/10/21

EMP # DATE RANGE: 11/22/21 12/3/21

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	11/22/21	4		
Tues	11/23/21	4		
Wed	11/24/21	4		
Thurs	11/25/21			8-Holiday
Fri	11/26/21			8-Holiday
Mon	11/29/21			
Tues	11/30/21			
Wed	12/1/21			
Thurs	12/2/21			
Fri	12/3/21			

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.



December 3, 2021

**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 *12/10/21*  
 Payroll Range *11/22/21 thru 12/03/21*

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	11/22/21	6			2			
Tues	11/23/21	4				2		2
Wed	11/24/21	4				2		2
Thurs	11/25/21	8						
Fri	11/26/21	8						
Mon	11/29/21	2	1			3	1	1
Tues	11/30/21	2		1	1	3		1
Wed	12/01/21	2		1	1	2	2	
Thurs	12/02/21	4			1	2		1
Fri	12/03/21	4		2				2

**Hours**

- 8 Personal leave, admin, TIP/PPLs, Thomasville Rd Path
- 8 Personal leave, Thomasville Rd Path, Stadium/LB
- 8 Personal leave, Thomasville Rd Path, US 90
- 8 Thanksgiving
- 8 Thanksgiving
- 8 Admin, safety data, Thomasville Rd Path, US 90 Trail
- 8 Admin, RFQ, Thomasville Rd Path, ITS, US 90 Trail
- 8 Admin, legislative issues, Thomasville Rd Path, website
- 8 RFQ, TA, Thomasville Rd Path, US 90 Trail
- 8 Staff meeting, RFQ, RMP, Stadium/LB



**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 *12/24/21*  
 Payroll Range *12/06/21 thru 12/17/21*

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	12/06/21	4		2	2			
Tues	12/07/21	6						2
Wed	12/08/21	2			2	2		2
Thurs	12/09/21	2		2		2		2
Fri	12/10/21	2	2	2			2	
Mon	12/13/21	5		1	1	1		
Tues	12/14/21	2	2			3		1
Wed	12/15/21	2		2		2		2
Thurs	12/16/21	2		2		2		2
Fri	12/17/21	2			2	2	2	

**Hours**

- 8 RFQ, RMP,
- 8 Admin, RFQ, sick leave, US 90
- 8 Admin, PPLs/TIP, Thomasville Rd Path, US 90
- 8 Admin, BPIA, Thomasville Rd path, US 90
- 8 RFQ, staff meeting, RMP, website
- 8 Admin, RFQ, Legislative review, Thomasville Rd Path
- 8 Admin, Baum Rd crash review, CMP, Thomasville Rd Path, US 90
- 8 Briefing - R, Minor, MPO Revenue Group, PM, US 90
- 8 Exec Committee, MPO Revenue Working Group, CMP, Stadium/LB
- 8 Admin, TIP, COA, website,

EMP NAME: Greg Slay                      PAYROLL DATE: 1/7/22

EMP #    DATE RANGE: 12/20/21                      12/31/21

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	12/20/21			
Tues	12/21/21	4		
Wed	12/22/21	4		
Thurs	12/23/21	4		
Fri	12/24/21			8-Holiday
Mon	12/27/21			
Tues	12/28/21	4		
Wed	12/29/21			
Thurs	12/30/21	4		
Fri	12/31/21			8 Holiday

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.



December 30, 2021

EMPLOYEE SIGNATURE

DATE



January 3 2022

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 *01/07/22*  
 Payroll Range *12/20/21 thru 12/31/21*

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	12/20/21	2	1	1		2	1	1
Tues	12/21/21	4	1		1			2
Wed	12/22/21	6	1					1
Thurs	12/23/21	6		1		1		
Fri	12/24/21	8						
Mon	12/27/21	2		2	1	2		1
Tues	12/28/21	4		1	1	2		
Wed	12/29/21	2	1	2			1	2
Thurs	12/30/21	6		1	1			
Fri	12/31/21	8						

**Hours**

- 8 Admin, safety data - SR 12, Thomasville Rd Path, website, US 90
- 8 Personal leave, safety data, US 90, Stadium/LB
- 8 Personal leave, GPC contract, safety data, Stadium/LB
- 8 Personal leave, admin, RMP, Thomasville Rd Path
- 8 Christmas
- 8 Admin, N. Monroe Corridor, CMP, US 90
- 8 Personal leave, N. Monroe Corridor, COA, Thomasville Rd Path
- 8 UPWP, Signal4 - Baum Rd, FTP update, website, Stadium/LB, US 90
- 8 Personal leave, invoices, legislative review
- 8 New Years Day