

May 17, 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 (January 1, 2022 to March 31, 2022).

**RECOMMENDED ACTION**

Option 1: Approve Executive Director's timesheets for the period of January 1, 2022 to March 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 (January 1, 2022 to March 31, 2022).

**OPTIONS**

Option 1: Approve Executive Director's timesheets for the period of January 1, 2022 to March 31, 2022. (Recommended)

Option 2: CRTPA Board Discretion.

**ATTACHMENTS**

Attachment 1: Greg Slay Timesheets for 1/1/22 – 3/31/22 (Pay period dates 1/3/22 – 4/8/22)



**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 *01/21/22*  
 Payroll Range *01/03/22 thru 01/14/22*

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	01/03/22	2			2	2		2
Tues	01/04/22	5		1	1			1
Wed	01/05/22	2			1	2	1	2
Thurs	01/06/22	5	1			2		
Fri	01/07/22	2				4		2
Mon	01/10/22	2	2	1		2		1
Tues	01/11/22	2		2		2	1	1
Wed	01/12/22	2		1	1	2	2	
Thurs	01/13/22	3		1	1			3
Fri	01/14/22	2	2			2	2	

**Hours**

- 8 Admin, UPWP, Thomasville Rd, US 90, Stadium/LB
- 8 Committees, admin, US 90
- 8 Admin, TIP, CMP, US 90
- 8 FMPP, GPC contract, Safety PM
- 8 Admin, staff meeting, Safety PM, COA, Stadium/LB
- 8 Audit, GPC contract, crash data, RMP, Safety PMs, US 90
- 8 GPC contract, legislative review, bike/ped, safety PMs, PIP, Stadium/LB
- 8 Budget, PIP, Thomasville Rd Path
- 8 Admin, CMAC interview, GPC, US 90
- 8 Admin, staff meeting, crash data, Safety PM, PIP



**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 *02/04/22*  
 Payroll Range *01/17/22 thru 01/28/22*

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
		<b>701</b>	<b>989</b>	<b>703</b>	<b>990</b>	<b>706</b>	<b>705</b>	<b>995</b>
Mon	01/17/22	8						
Tues	01/18/22	2			2	1		3
Wed	01/19/22		2	1	2	2		1
Thurs	01/20/22	4				2		2
Fri	01/21/22	4	2			2		
Mon	01/24/22	4				4		
Tues	01/25/22	2			1	3	2	
Wed	01/26/22	3				4		1
Thurs	01/27/22	8						
Fri	01/28/22	8						

**Hours**

- 8 MLK Day
- 8 Admin, PPLs, CMP, Stadium/LB, US 90
- 8 CTST, Legislative review, Thomasville Rd Path, Stadium/LB
- 8 Admin, personal leave, CMP, Thomasville Rd Path, Stadium/LB
- 8 Staff meeting, Briefing - Dozier, crash data, Safety PMs
- 8 Briefings - Messersmith, Richardson, W-C, Thomasville Road Path, Safety PMs
- 8 GPC contract, PPLs, Thomasville Rd Path, Safety PMs.
- 8 Briefing - Minor, Admin, CMP, T'ville Path
- 8 MPOAC
- 8 MPOAC

EMP NAME: Greg Slay PAYROLL DATE: 2/18/22

EMP # DATE RANGE: 1/31/22 2/11/22

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/31/22			
Tues	2/1/22			
Wed	2/2/22			
Thurs	2/3/22			
Fri	2/4/22			
Mon	2/7/22			
Tues	2/8/22			
Wed	2/9/22			
Thurs	2/10/22			
Fri	2/11/22			

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.

February 11, 2022

EMPLOYEE SIGNATURE

DATE

February 11, 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 *02/18/22*  
 Payroll Range *01/31/22 thru 02/11/22*

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	01/31/22	5	1			2		
Tues	02/01/22	4	1		1			2
Wed	02/02/22	2	2		1	1	1	1
Thurs	02/03/22	3		1		1	1	2
Fri	02/04/22	3	1		1	1	1	1
Mon	02/07/22	2		1	1	3		1
Tues	02/08/22	2	1	1		3		1
Wed	02/09/22	2	2		1	2		1
Thurs	02/10/22	4		1	2	1		
Fri	02/11/22			2		2	2	2

**Hours**

- 8 Admin, CRTPA meeting, crash data, Thomasville Rd Path
- 8 Admin, committee meetings, crash data, US 90
- 8 Wejo demo, Wakulla TA, PPLs, website US 90
- 8 Admin, office reno, PPLs, ABC 27, US 90
- 8 Staff meeting, GPC contract, crash data, Nims, Thomasville Rd safety, US 90
- 8 Admin, GPC contract, legislative review, CMP, Thomasville Rd Path, US 90
- 8 Admin, crash data, Safety Targets, CMP, US 90
- 8 Certification, Nims Middle, TA/TRIP, CMP, Thomasville Rd Path, US 90
- 8 Admin, certification, staff meeting, RMP, legislative review, CMP
- 8 COA, Thomasville Rd Path, website, PIP, Sadium/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 *03/04/22*  
 Payroll Range *02/14/22 thru 02/25/22*

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	02/14/22	2		1	2	2		1
Tues	02/15/22	2			2	2	1	1
Wed	02/16/22	2	1	2	1			2
Thurs	02/17/22	4	1			1		2
Fri	02/18/22	6				1		1
Mon	02/21/22	5		1	1	1		
Tues	02/22/22	2		2				4
Wed	02/23/22		1	1	2	2		2
Thurs	02/24/22	8						
Fri	02/25/22	8						

**Hours**

- 8 Admin, GPC contract, legislative review, CMP, ITS,US 90
- 8 MPOAC, TIP/PPLs, CMP, Stadium/LB
- 8 Starmetro MOU, Nims Middle, Monroe Placemaking, Welaunee TRIP app, US 90,
- 8 Admin, UPWP, Starmetro MOU, Nims Middle,
- 8 Briefing - Minor, staff meeting, personal leave, Stadium/LB
  
- 8 Admin, Board meeting, Thomasville Rd Path,
- 8 UPWP budget, Joint/city county workshop, US 90
- 8 Legislative review, CMP, Stadium/LB
- 8 Personal day
- 8 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 *03/18/22*  
 Payroll Range *02/28/22 thru 03/11/22*

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	02/28/22	2		2	2	2		
Tues	03/01/22	6						2
Wed	03/02/22	2		1		2		3
Thurs	03/03/22	2	2		2			2
Fri	03/04/22	5						3
Mon	03/07/22	2		1	2	1		2
Tues	03/08/22	4			2	1	1	
Wed	03/09/22	4	1			1		2
Thurs	03/10/22	2		2	1	2		1
Fri	03/11/22	6				1		1

**Hours**

- 8 Admin, legislative review, PPLs.
- 8 Admin, committees, US 90
- 8 FHWA TMA Risk Assessment, CMP, US 90, Stadium/LB
- 8 Admin, UPWP, crash data, US 90
- 8 Staff meeting, agreements, US 90, Stadium/LB
  
- 8 Admin, legislative review, PPLs, Thomasville Rd, US 90
- 8 Admin, SU funding, UPWP, Functional class/US webinar, Thomasville Rd, website
- 8 SU, UPWP, Thomasville Rd, US 90
- 8 Admin, UPWP, CMP, US 90
- 8 Personal leave, Staff meeting, Briefing - Minor, CMP, US 90

EMP NAME: Greg Slay PAYROLL DATE: 4/1/22

EMP # DATE RANGE: 3/14/22 3/25/22

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/14/22			
Tues	3/15/22			
Wed	3/16/22			
Thurs	3/17/22			
Fri	3/18/22			
Mon	3/21/22	3		
Tues	3/22/22	3		
Wed	3/23/22			
Thurs	3/24/22			
Fri	3/25/22			

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.



March 25, 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 \_\_\_\_\_

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**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 *04/01/22*  
 Payroll Range *03/14/22 thru 03/25/22*

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	03/14/22	2		1	1	1		3
Tues	03/15/22	5			1	1		1
Wed	03/16/22			3	2	1		2
Thurs	03/17/22	2		1	1	1		3
Fri	03/18/22	2		1	1	2		2
Mon	03/21/22	4		1	1	1	1	
Tues	03/22/22	5				1		2
Wed	03/23/22	1	1	2	2	1		1
Thurs	03/24/22	2		4	1		1	
Fri	03/25/22	2		1	1	3		1

**Hours**

- 8 Admin, legislative review, Thomasville Rd Path, US 90
- 8 Admin, Board meeting, Thomasville Rd Path, US 90
- 8 Functional classification, Infrastructure bill webinar, Thomasville Rd Path, US 90
- 8 Admin, budget, US 90, Stadium/LB
- 8 Admin, UPWP, Budget, StarMetro, US 90, Stadium/LB
- 8 Admin, Personal leave, RMP, PPL, Thomasville Rd
- 8 Admin, Personal leave, ITS, US 90
- 8 Admin, CTST, Legislative review webinar, Starmetro, US 90
- 8 Admin, ARPC meeting, TA, website
- 8 Admin, staff meeting, PPL, Iron Bridge Rd Trail, SR 267 Trail, US 90

EMP NAME: Greg Slay PAYROLL DATE: 4/15/22

EMP # DATE RANGE: 3/28/22 4/8/22

DEPT: 460101

**CRTPA EMPLOYEE TIME SHEET**

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/28/22			
Tues	3/29/22			
Wed	3/30/22			
Thurs	3/31/22	8		
Fri	4/1/22	8		
Mon	4/4/22			
Tues	4/5/22			
Wed	4/6/22			
Thurs	4/7/22			
Fri	4/8/22			

Comments:

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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 *04/15/22*  
 Payroll Range *03/28/22 thru 04/08/22*

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	03/28/22	2		1	1	2	1	1
Tues	03/29/22	2	1	1	1	1		2
Wed	03/30/22	2		1	2	1	1	1
Thurs	03/31/22	8						
Fri	04/01/22	8						
Mon	04/04/22	3		1	1	1	1	1
Tues	04/05/22	2		2	1	1	1	1
Wed	04/06/22	3		2	1	1		1
Thurs	04/07/22	1	1	2	1	1		2
Fri	04/08/22	3	1		1	2		1

**Hours**

- 8 Admin, Mahan@CC, PPLs, COA, CMP, US 90 Trail
- 8 Admin, Crash data, Thomasville Rd Path, US 90 Trail
- 8 Invoices, UPWP, Kenya Lee - CO, CMP, website, Stadium/LB
- 8 Personal leave
- 8 Personal leave
- 8 Admin, FMPP, County Eng - INFRA, SR2S, US 90
- 8 Admin, invoices, fed. Legislation, COA, J.Bennitt email, US 90
- 8 AMPO federal webinar, UPWP, I-10 @ Thomasville Rd, PPLs, US 90
- 8 Admin, crash data - SR 267/St. Amrks Trail, MPO Revenue Forecast, PPLs, US 90
- 8 Admin, Staff meeting, UPWP, crash data - US 27/Wacissa Hyw, PPLs, CMP,