

November 21, 2023



AGENDA ITEM 4E

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 fiscal quarter (July 1, 2023, through September 30, 2023).

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period July 1, 2023, through September 30, 2023.

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, 2023, through September 30, 2023).

OPTIONS

Option 1: Approve Executive Director's timesheets for the period of July 1, 2023, through September 30, 2023.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Greg Slay Timesheets for July 1, 2023, through September 30, 2023.

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 *07/21/23*
 Payroll Range *07/03/23 thru 07/14/23*

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	07/03/23	8						
Tues	07/04/23	8						
Wed	07/05/23	2		2		2		2
Thurs	07/06/23	2		2	2	1		1
Fri	07/07/23	1		3		2		2
Mon	07/10/23	1		4	1	2		
Tues	07/11/23	2		1	2	2		1
Wed	07/12/23	1		3	1	3		
Thurs	07/13/23	2		2	4			
Fri	07/14/23	4		2				2

Hours

Activity

- 8 Personal leave
- 8 Holiday
- 8 Admin, Apportionment Plan, regional trails, CMP, SRTS, Telecommuting Study, Freight Study
- 8 Admin, audit, census data, Apportionment Plan, TIP, CMP, SS4A
- 8 MPOAC, census data, Apportionment Plan, legislative review.
- 8 Admin, Apportionment Plan, TIP, Bike Working Group
- 8 Admin, Apportionment Plan, Dale Allen, Telecommuting Study - FAMU
- 8 Admin, SIS Designation, PPLs, HIN, CMP
- 8 Admin, Apportionment Plan, FDOT Priorities meeting
- 8 Personal leave, Apportionment Plan, SRTS

EMP NAME: Greg Slay PAYROLL DATE: 7/21/23

EMP # 14156 DATE RANGE: 7/3/23 7/14/23


DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/3/23	8		
Tues	7/4/23			8-H
Wed	7/5/23			
Thurs	7/6/23			
Fri	7/7/23			
Mon	7/10/23			
Tues	7/11/23			
Wed	7/12/23			
Thurs	7/13/23			
Fri	7/14/23	4		

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 14, 2023

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

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK
 Payroll Date *08/04/23*
 Payroll Range *07/17/23 thru 07/28/23*

		Task 1.0	Task 2.0	Task 3.0	Task 4.0	Task 5.0	Task 6.0	Task 7.0
Day	Date	Admin	Data Collection	LRP	SRP	Mobility Planning	Public Inv.	Special Projects
		701	989	703	990	706	705	995
Mon	07/17/23	2	1	2	2			1
Tues	07/18/23	4	1	2				1
Wed	07/19/23	8						
Thurs	07/20/23	2		1	2			3
Fri	07/21/23	8						
Mon	07/24/23	8						
Tues	07/25/23	4	2	2				
Wed	07/26/23	8						
Thurs	07/27/23	6			2			
Fri	07/28/23	8						

Hours	Activity
8	Admin, Finance, U-SDK, FDOT Funding, CMP, Telecommuting Study
8	MPOAC P&T, crash data, Apportionment Plan, Telecommuting Study
8	MPOAC P&T
8	Admin, Finance, Census data, SS4A, SRTS
8	Personal Leave
8	Personal leave
8	Personal leave, U-SDK, Apportionment Plan
8	FMPP
8	Admin, MPOAC, PPLs
8	MPOAC

EMP NAME: Greg Slay PAYROLL DATE: 8/4/23

EMP # 14156 DATE RANGE: 7/17/23 7/28/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/17/23			
Tues	7/18/23			
Wed	7/19/23			
Thurs	7/20/23			
Fri	7/21/23	8		
Mon	7/24/23			
Tues	7/25/23	8		
Wed	7/26/23	4		
Thurs	7/27/23			
Fri	7/28/23			

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 27, 2023

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

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK
 Payroll Date *08/18/23*
 Payroll Range *07/31/23 thru 08/11/23*

		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	07/31/23	3		4				1
Tues	08/01/23	1		4	2	1		
Wed	08/02/23	8						
Thurs	08/03/23	8						
Fri	08/04/23	8						
Mon	08/07/23	8						
Tues	08/08/23	8						
Wed	08/09/23	8						
Thurs	08/10/23	5				2		1
Fri	08/11/23	2		2		2		2

Hours	Activity
8	Admin, staff meeting, Apportionment Plan, Smoothed boundary
8	Admin, Apportionment Plan, Census data, Reconnecting Communities, US 90 Trail
8	Personal leave
8	Personal leave
8	Personal leave
8	Personal leave
8	Personal leave
8	Sick leave
8	Sick leave
8	Admin, sick leave, regional trails, Freight Study
8	Admin, Apportionment Plan, regional trails, Freight Study

EMP NAME: Greg Slay PAYROLL DATE: 8/18/23

EMP # 14156 DATE RANGE: 7/31/23 8/11/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	7/31/23			
Tues	8/1/23			
Wed	8/2/23	8		
Thurs	8/3/23	8		
Fri	8/4/23	8		
Mon	8/7/23	8		
Tues	8/8/23		8	
Wed	8/9/23		8	
Thurs	8/10/23		3	
Fri	8/11/23			

Comments:

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August 11, 2023

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

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *09/01/23*
 Payroll Range *08/14/23 thru 08/25/23*

		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	08/14/23	4		3		1		
Tues	08/15/23	2	2	2	1		1	
Wed	08/16/23	2	2	2		1	1	
Thurs	08/17/23	2	2	2	1		1	
Fri	08/18/23			2		3	2	1
Mon	08/21/23	1		2	1	2		2
Tues	08/22/23	4	1			2		1
Wed	08/23/23	2	3	2		1		
Thurs	08/24/23	2	3			2		1
Fri	08/25/23		2	2	1	2		1

Hours	Activity
8	Admin, staff meeting, Land Use/Mobility Element, Apportionment Plan, regional trails
8	Admin, EC agenda, Apportionment Plan, TIP, website
8	FDOT Non-motorized count program, safety data, crash data, Census data,
8	Admin, FDOT Quarterly, Censes data, website
8	Apportionment Plan, SR 267, ITS, website, Freight Study
8	Briefing - Minor, Apportionment Plan, PPLs, ITS, SRTS
8	Exec Committee, crash data, regional trails,
8	Admin, U-SDK, Census data,
8	Admin, school zone camera enforcement, U-SDK, ITS, Telecommuting Study
8	U-SDK, Apportionment Plan, ITS, Telecommuting Study

EMP NAME: Greg Slay PAYROLL DATE: 9/1/23

EMP # 14156 DATE RANGE: 8/14/23 8/25/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/14/23			
Tues	8/15/23			
Wed	8/16/23			
Thurs	8/17/23			
Fri	8/18/23			
Mon	8/21/23			
Tues	8/22/23			
Wed	8/23/23			
Thurs	8/24/23			
Fri	8/25/23			

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August 25, 2023

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

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *09/15/23*
 Payroll Range *08/28/23 thru 09/08/23*

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	08/28/23	4	2	1		1		
Tues	08/29/23	6		1		1		
Wed	08/30/23	8						
Thurs	08/31/23	8						
Fri	09/01/23	8						
Mon	09/04/23	8						
Tues	09/05/23	8						
Wed	09/06/23	8						
Thurs	09/07/23	8						
Fri	09/08/23	8						

Hours

Activity

- 8 Admin, staff meeting, crash data, Census data, ITS
- 8 Admin, personal leave, census data, ITS
- 8 Admin - Hurricane
- 8 Admin - Hurricane
- 8 Admin, personal leave
- 8 Holiday
- 8 Committees, FAPA
- 8 FAPA
- 8 FAPA
- 8 FAPA

EMP NAME: Greg Slay PAYROLL DATE: 9/15/23

EMP # 14156 DATE RANGE: 8/28/23 9/8/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	8/28/23			
Tues	8/29/23	4		
Wed	8/30/23			8
Thurs	8/31/23			8
Fri	9/1/23	6		
Mon	9/4/23			8
Tues	9/5/23			
Wed	9/6/23			
Thurs	9/7/23			
Fri	9/8/23			

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September 8, 2023

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

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* **VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK**
 Payroll Date *09/29/23*
 Payroll Range *09/11/23 thru 09/22/23*

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	09/11/23	2	1	2	1	2		
Tues	09/12/23			4	2	2		
Wed	09/13/23	2		2		2		2
Thurs	09/14/23	2	1	2		2	1	
Fri	09/15/23	2	2	1		1		2
Mon	09/18/23	8						
Tues	09/19/23	8						
Wed	09/20/23	8						
Thurs	09/21/23	8						
Fri	09/22/23	2	2	2		2		

Hours

Activity

8 Admin, staff meeting, crash data, Census data, ITS
8 Census data, Apportionment Plan, RMP, SR 267, regional trails
8 Admin, bylaws, Apportionment Plan, SRTS, Telecommuting Study
8 SIS designation, regional trails, website
8 Admin, U-SDK, Census data, regional trails, Freight Study

8 Admin - Jury Duty
8 Admin - Jury Duty
8 Admin - Jury Duty
8 Admin - Jury Duty
8 Admin, U-SDK, RMP, regional trails.

EMP NAME: Greg Slay PAYROLL DATE: 9/29/23

EMP # 14156 DATE RANGE: 9/11/23 9/22/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/11/23			
Tues	9/12/23			
Wed	9/13/23			
Thurs	9/14/23			
Fri	9/15/23			
Mon	9/18/23			
Tues	9/19/23			
Wed	9/20/23			
Thurs	9/21/23			
Fri	9/22/23			

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

Employee Name *Greg Slay*
 Employee Number *14156*
 Department *CRTPA* VACATION, SICK, HOLIDAY OR OTHER TIME SHOULD BE LISTED UNDER THE ADMIN TASK
 Payroll Date *10/13/23*
 Payroll Range *09/25/23 thru 10/06/23*

		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	09/25/23	5		1	1	1		
Tues	09/26/23	2	1	1		2		2
Wed	09/27/23	2		2	1	1		2
Thurs	09/28/23	3		1	1			3
Fri	09/29/23		2	1	2	2		1
Mon	10/02/23	3		1	1	3		
Tues	10/03/23	2		2		2	1	1
Wed	10/04/23		2	2		3		1
Thurs	10/05/23	2	6					
Fri	10/06/23	8						

Hours	Activity
8	Admin, staff meeting, Census data, PPLs, regional trails
8	Finance, Airport FTZ, ITS, School Safety Study
8	Admin, RMP, Starmetro, Telecommuting Study, Freight Study
8	Admin, RMP, Telecommuting Study
8	Crash data, RMP, PPLs/TIP, TDP, Telecommuting Study
8	Admin, staff meeting, RMP, regional trails
8	Admin, Procurement, CCSW, RMP, regional trails, website
8	Crash data, RMP, ITS, regional trails, School Safety Study
8	Admin, DEP First Bike helmet fitting
8	Personal leave

EMP NAME: Greg Slay PAYROLL DATE: 10/13/23

EMP # 14156 DATE RANGE: 9/25/23 10/6/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	9/25/23			
Tues	9/26/23			
Wed	9/27/23			
Thurs	9/28/23			
Fri	9/29/23			
Mon	10/2/23			
Tues	10/3/23			
Wed	10/4/23			
Thurs	10/5/23			
Fri	10/6/23	8		

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 6, 2023

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.