

September 27, 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 (April 1, 2022 to June 30, 2022).

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period of April 1, 2022 to June 30, 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 (April 1, 2022 to June 30, 2022).

OPTIONS

Option 1: Approve Executive Director's timesheets for the period of April 1, 2022 to June 30, 2022. (Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Greg Slay Timesheets for 4/1/22 – 6/30/22 (Pay period dates 4/11/22 – 7/1/22)

ATTACHMENT 1

| | |
|---------------------|-----------------------------|
| EMP NAME: Greg Slay | PAYROLL DATE: 4/29/22 |
| EMP # | DATE RANGE: 4/11/22 4/22/22 |
| DEPT: 460101 | |

CRTPA EMPLOYEE TIME SHEET

| DAY | DATE | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon | 4/11/22 | | | |
| Tues | 4/12/22 | | | |
| Wed | 4/13/22 | | | |
| Thurs | 4/14/22 | | | |
| Fri | 4/15/22 | 4 | | |
| Mon | 4/18/22 | | | |
| Tues | 4/19/22 | | | |
| Wed | 4/20/22 | | | |
| Thurs | 4/21/22 | | 1 | |
| Fri | 4/22/22 | 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.



April 22, 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 *04/29/22*
 Payroll Range *04/11/22 thru 04/22/22*

| 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 | 04/11/22 | 2 | 1 | 1 | 2 | 1 | | 1 |
| Tues | 04/12/22 | 2 | | 2 | 1 | 1 | | 2 |
| Wed | 04/13/22 | 1 | | 2 | 2 | 2 | | 1 |
| Thurs | 04/14/22 | 2 | | | 1 | 2 | 1 | 2 |
| Fri | 04/15/22 | 4 | 2 | | 1 | 1 | | |
| Mon | 04/18/22 | 1 | | | 2 | 3 | 1 | 1 |
| Tues | 04/19/22 | 2 | 1 | | 2 | 2 | | 1 |
| Wed | 04/20/22 | 3 | | 1 | 1 | 1 | | 2 |
| Thurs | 04/21/22 | 2 | 2 | 1 | 1 | 2 | | |
| Fri | 04/22/22 | 6 | | | 1 | 1 | | |

Hours

- 8 Admin, UPWP, TIP, Bike/Ped, US 90 Path
- 8 Admin, BIL, US 90 Path, Stadium/LB
- 8 Admin, RMP, BIL, PPLs, Iron Bridge Trail, SR 267 Trail,
- 8 Admin, UDK, TIP, Regional Trails, Bike/Ped, website
- 8 Personal leave, safety data, PPLs/TIP, regional trails

- 8 Admin, TIP/PPLs, Havana Trail, PMs, website, US 90
- 8 Admin, MPOAC, UDK data interface, PPLs/TIP, SR 267 Trail
- 8 Transportation equity webinar, UPWP, Gadsden county DEO project, CMP, US 90, Stadium/LB
- 8 MPOAC, Sick leave, UDK data interface, Crawfordville Hwy, regional trails, CMP
- 8 Admin, staff meeting, personal leave, TIP, ITS

EMP NAME: Greg Slay PAYROLL DATE: 5/13/22

EMP # DATE RANGE: 4/25/22 5/6/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

| DAY | DATE | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon | 4/25/22 | | | |
| Tues | 4/26/22 | | | |
| Wed | 4/27/22 | | | |
| Thurs | 4/28/22 | | | |
| Fri | 4/29/22 | | | |
| Mon | 5/2/22 | | | |
| Tues | 5/3/22 | | | |
| Wed | 5/4/22 | | 8 | |
| Thurs | 5/5/22 | | | |
| Fri | 5/6/22 | | | |

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.

May 6, 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 *05/13/22*
 Payroll Range *04/25/22 thru 05/06/22*

| 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 | 04/25/22 | 1 | 2 | 1 | 1 | 2 | | 1 |
| Tues | 04/26/22 | 2 | | 1 | 2 | 2 | | 1 |
| Wed | 04/27/22 | 2 | | 1 | 1 | 3 | 1 | |
| Thurs | 04/28/22 | 6 | | | | | 1 | 1 |
| Fri | 04/29/22 | 3 | 1 | 2 | 1 | 1 | | |
| Mon | 05/02/22 | 2 | | 3 | 1 | 2 | | |
| Tues | 05/03/22 | 6 | | 1 | | | 1 | |
| Wed | 05/04/22 | 8 | | | | | | |
| Thurs | 05/05/22 | 1 | | 2 | 2 | 2 | | 1 |
| Fri | 05/06/22 | 2 | 1 | 2 | | 3 | | |

Hours

- 8 Admin, crash data, FDEP Trails Maps, US 90 Trail
- 8 Admin, TIP/PPLs, Regional Trails, US 90 Trail
- 8 Admin, AMPO UA webinar, Tallahassee to Havana Trail, SR 267 Trail, website
- 8 MPOAC Staff Directors, MPOAC Governing Board, TIP/PPL public meeting, US 90 Trail
- 8 Staff meeting, MPO agreement, UPWP, I-10 @ US 90 IOAR, COA

- 8 Admin, BP TTC meeting, regional trails,
- 8 Admin, committees, functional classification, website
- 8 Sick leave
- 8 UPWP, Functional classification, SunTrail map revisions, US 90
- 8 Admin, UPWP, Crash data - US 27/Waukeenhaw Hwy, functional class, Starmetro ITS, Trailblazer project

EMP NAME: Greg Slay PAYROLL DATE: 5/27/22

EMP # DATE RANGE: 5/9/22 5/20/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

| DAY | DATE | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| | | | | |
| Mon | 5/9/22 | | | |
| Tues | 5/10/22 | | | |
| Wed | 5/11/22 | | | |
| Thurs | 5/12/22 | | | |
| Fri | 5/13/22 | | | |
| | | | | |
| Mon | 5/16/22 | | | |
| Tues | 5/17/22 | | | |
| Wed | 5/18/22 | | | |
| Thurs | 5/19/22 | 8 | | |
| Fri | 5/20/22 | | | 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.



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 *05/27/22*
 Payroll Range *05/09/22 thru 05/20/22*

| 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 | 05/09/22 | 2 | 2 | | | 3 | 1 | |
| Tues | 05/10/22 | 1 | | 1 | 1 | 4 | | 1 |
| Wed | 05/11/22 | 1 | 1 | 1 | 1 | 3 | | 1 |
| Thurs | 05/12/22 | 2 | | 1 | 2 | 2 | | 1 |
| Fri | 05/13/22 | 3 | 2 | | 1 | 1 | | 1 |
| Mon | 05/16/22 | 4 | | | 1 | 3 | | |
| Tues | 05/17/22 | 6 | | | 1 | | | 1 |
| Wed | 05/18/22 | 2 | | 1 | | 5 | | |
| Thurs | 05/19/22 | 8 | | | | | | |
| Fri | 05/20/22 | 8 | | | | | | |

Hours

- 8 Audit, MPO agreement, UDK data, County Bike Working Group, regional trails.
- 8 Admin, BIL, TIP/PPLs, Dale Allen - regional rails, Starmetro agreemnt, US 90 Trail
- 8 Audit, crashdata, CMP update, ITS, US 90 Trail
- 8 Admin, UPWP, TIP, CMP, ITS, Stadium/LB
- 8 Staff meeting, Briefing - Minor, M. Lewis, US 90
- 8 Admin, agenda, Briefing - Dozier, TIP, T2H Trail, ITS
- 8 Admin, Agenda, Board meeting, PPLs/TIP, US 90
- 8 Admin, MPO agreement, T2H Trail, SRTS
- 8 Personal leave
- 8 Holiday

EMP NAME: Greg Slay PAYROLL DATE: 6/10/22

EMP # DATE RANGE: 5/23/22 6/3/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

| DAY | DATE | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon | 5/23/22 | | | |
| Tues | 5/24/22 | | | |
| Wed | 5/25/22 | | | |
| Thurs | 5/26/22 | | | |
| Fri | 5/27/22 | | | |
| Mon | 5/30/22 | | | |
| Tues | 5/31/22 | | | |
| Wed | 6/1/22 | | | |
| Thurs | 6/2/22 | 8 | | |
| Fri | 6/3/22 | 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.

June 1, 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 *06/10/22*
 Payroll Range *05/23/22 thru 06/03/22*

| 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 | 05/23/22 | 2 | 1 | 1 | 2 | 2 | | |
| Tues | 05/24/22 | 2 | | 2 | 2 | 2 | | |
| Wed | 05/25/22 | 2 | 1 | 1 | 2 | 2 | | |
| Thurs | 05/26/22 | 1 | 1 | 3 | 1 | 1 | | 1 |
| Fri | 05/27/22 | 2 | | 3 | | 1 | 1 | 1 |
| Mon | 05/30/22 | 8 | | | | | | |
| Tues | 05/31/22 | 2 | 1 | 3 | 1 | | 1 | |
| Wed | 06/01/22 | 1 | 1 | | 2 | 2 | 1 | 1 |
| Thurs | 06/02/22 | 8 | | | | | | |
| Fri | 06/03/22 | 8 | | | | | | |

Hours

- 8 Admin, UDK,
- 8 Admin, TIP, Resurfacing, SR 267 Trail, T2H Trail
- 8 Admin, Hillsborough weighted voting discussion, UDK, resurfacing, regional trail, ITS
- 8 ARPC meeting, resurfacing, CMP, Stadium/LB
- 8 Admin, staff meeting, SCRAP/SCOP review, FAMU interview, Stadium/LB
- 8 Holiday
- 8 Admin, UDK, Census data, SCRAP/SCOP data, FAMU interview
- 8 Admin, UDK, Apalachee Parkway/Magnolia intersection, regional trails, Stadium/LB
- 8 Personal Leave
- 8 Personal Leave

EMP NAME: Greg Slay PAYROLL DATE: 6/24/22

EMP # DATE RANGE: 6/6/22 6/17/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

| DAY | DATE | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon | 6/6/22 | 8 | | |
| Tues | 6/7/22 | 8 | | |
| Wed | 6/8/22 | 8 | | |
| Thurs | 6/9/22 | 8 | | |
| Fri | 6/10/22 | 8 | | |
| Mon | 6/13/22 | 8 | | |
| Tues | 6/14/22 | 8 | | |
| Wed | 6/15/22 | 8 | | |
| Thurs | 6/16/22 | 8 | | |
| Fri | 6/17/22 | 8 | | |

Comments:

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June 1, 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.

EMP NAME: Greg Slay PAYROLL DATE: 7/8/22

EMP # DATE RANGE: 6/20/22 7/1/22

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

| DAY | DATE | VACATION HOURS | SICK HOURS | OTHER LEAVE |
|-------|---------|----------------|------------|-------------|
| Mon | 6/20/22 | 8 | | |
| Tues | 6/21/22 | 8 | | |
| Wed | 6/22/22 | | | |
| Thurs | 6/23/22 | | | |
| Fri | 6/24/22 | | 8 | |
| Mon | 6/27/22 | | | |
| Tues | 6/28/22 | | | |
| Wed | 6/29/22 | | | |
| Thurs | 6/30/22 | | | |
| Fri | 7/1/22 | | | |

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 1, 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 *07/08/22*
 Payroll Range *06/20/22 thru 07/01/22*

| 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 | 06/20/22 | 8 | | | | | | |
| Tues | 06/21/22 | 8 | | | | | | |
| Wed | 06/22/22 | 3 | 1 | 1 | 2 | 1 | | |
| Thurs | 06/23/22 | 2 | | 2 | 2 | 2 | | |
| Fri | 06/24/22 | 8 | | | | | | |
| Mon | 06/27/22 | 4 | 1 | | 1 | 2 | | |
| Tues | 06/28/22 | 2 | 1 | | 1 | 1 | 1 | 2 |
| Wed | 06/29/22 | 3 | | 2 | 1 | 2 | | |
| Thurs | 06/30/22 | 3 | 2 | | | 2 | | 1 |
| Fri | 07/01/22 | 2 | | 2 | | 2 | | 2 |

Hours

- 8 Personal leave
- 8 Personal leave
- 8 Admin, audit, UDK, 2050 Revenue Working Group, Magnolia Safety Study, CMP
- 8 Audit, qtrly billing, CMP
- 8 Sick Leave
- 8 Admin, Billing, audit, UDK, TIP, CMP
- 8 Audit, billing, UDK, TIP, CMP, website, Havana Trail
- 8 Admin, audit, SS4A, BIL, ITS
- 8 Billing, audit, crash data, SS4A
- 8 Admin, staff meeting, SS4A, ITS, freight study