

September 19, 2023



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 last two fiscal quarters (January 1, 2023 – March 30, 2023, and April 1, 2023 - June 30, 2023).

RECOMMENDED ACTION

Option 1: Approve Executive Director's timesheets for the period of January 1, 2023 -March 30, 2023, and April 1, 2023 - June 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 (January 1, 2023 – March 30, 2023, and April 1, 2023 - June 30, 2023).

OPTIONS

Option 1: Approve Executive Director's timesheets for the period of January 1, 2023 – March 30, 2023, and April 1, 2023 - June 30, 2023.
(Recommended)

Option 2: CRTPA Board Discretion.

ATTACHMENTS

Attachment 1: Greg Slay Timesheets for January 2, 2023 – March 30, 2023, and April 1, 2023 - June 30, 2023.

EMP NAME: Greg Slay PAYROLL DATE: 1/20/23

EMP # 14156 DATE RANGE: 1/2/23 1/13/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/2/23			8 - Holiday
Tues	1/3/23			
Wed	1/4/23			
Thurs	1/5/23			
Fri	1/6/23			
Mon	1/9/23			
Tues	1/10/23			
Wed	1/11/23	2		
Thurs	1/12/23			
Fri	1/13/23			

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.



January 13, 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
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 *01/20/23*
 Payroll Range *01/02/23 thru 01/13/23*

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	01/02/23	8						
Tues	01/03/23	2		5		1		
Wed	01/04/23	2		2	2	1		1
Thurs	01/05/23	1		4	1	1	1	
Fri	01/06/23		1	3	1	2		1
Mon	01/09/23	2		3		2		1
Tues	01/10/23	1		3	2	2		
Wed	01/11/23	4		4				
Thurs	01/12/23		1	4	1	1		1
Fri	01/13/23	1		5		2		

Hours	Activity
8	New Year's Day
8	Admin, BP coordination, Crawfordville Rd, Census data, regional trails
8	Admin, Census data, DT Monroe sidewalks, regional trails, freight study
8	Admin, FDOT Freight Advisory Committee, PPLs, regional trails, website
8	Crash data, Crawfordville Rd, regional trails
8	Admin, staff meeting, SS4A, Crawfordville Rd, Freight Study
8	Crawfordville Rd, Census data, functional classification, TIP, regional trails,
8	MPOAC, Briefing - Hosford, personal leave, Census data, functional classification
8	Crash data, Crawfordville Rd, census data, PPLs, freight study
8	Admin, functional classification, census data, FDOT Rail study, regional trails

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review

EMP NAME: Greg Slay PAYROLL DATE: 2/3/23

EMP # 14156 DATE RANGE: 1/16/23 1/27/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/16/23			8 - Holiday
Tues	1/17/23			
Wed	1/18/23			
Thurs	1/19/23			
Fri	1/20/23			
Mon	1/23/23			
Tues	1/24/23			
Wed	1/25/23			
Thurs	1/26/23			
Fri	1/27/23			

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.

January 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 _____

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 *02/03/23*
 Payroll Range *01/16/23 thru 01/27/23*

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	01/16/23	8						
Tues	01/17/23	8						
Wed	01/18/23		2	5		1		
Thurs	01/19/23		2	3	1	1	1	
Fri	01/20/23		2	2	2	2		
Mon	01/23/23	2		4	1	1		
Tues	01/24/23	2		1		1	3	1
Wed	01/25/23			2	1	1	3	1
Thurs	01/26/23	2	3			2	1	
Fri	01/27/23	1		3		2		2

Hours

Activity

- 8 MLK Day
- 8 Admin, retreat
- 8 SS4A, Tharpe St, functional classification, safety performance measures
- 8 ARPC, Safety performance measures, TA, regional trails, website
- 8 Safety performance measures, Orange Ave, Ft. Braden lighting, regional trails
- 8 Admin, Crawfordville Road, legislative summary, FDOT funding, bike/ped
- 8 Admin, regional evacuation study, SRTS presentation (KCCI), freight study
- 8 Tharpe St., PPLs, SRTS presentation (KCCI), freight study
- 8 Admin, Safety performance measures, crash data, website
- 8 Admin, SS4A, Tharpe St, freight study

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review

EMP NAME: Greg Slay PAYROLL DATE: 2/17/23

EMP # 14156 DATE RANGE: 1/30/23 2/10/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	1/30/23			
Tues	1/31/23			
Wed	2/1/23			
Thurs	2/2/23			
Fri	2/3/23			
Mon	2/6/23			
Tues	2/7/23			
Wed	2/8/23			
Thurs	2/9/23			
Fri	2/10/23			

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.

February 10, 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
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 *02/17/23*
 Payroll Range *01/30/23 thru 02/10/23*

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	01/30/23	6		1		1		
Tues	01/31/23	8						
Wed	02/01/23	8						
Thurs	02/02/23	6		1		1		
Fri	02/03/23	2		4		2		
Mon	02/06/23	2	1	3	1	1		
Tues	02/07/23	5		1		2		
Wed	02/08/23			2	1	5		
Thurs	02/09/23	1	2		1	4		
Fri	02/10/23	2	2	4				

Hours	Activity
8	Admin, MPOAC/FMPP travel, CCSW, Thomasville Rd Trail
8	MPOAC
8	FMPP
8	Admin, MPOAC/FMPP travel, Tharpe St, Starmetro NEPA
8	Admin, Tharpe St, SS4A, Thomasville Rd Trail
8	Admin, staff meeting, SDK, Tharpe St, SS4A, Thomasville Rd Trail
8	Admin, TAC/CAC, Tharpe St, Thomasville Rd Trail
8	UA data, Thomasville Rd Trail, Starmetro RAISE Grant
8	Admin, crash data, Thomasville Rd Trail, Starmetro RAISE Grant
8	Admin, crash data, Crawfordville Rd, UA data

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

EMP NAME: Greg Slay PAYROLL DATE: 3/3/23

EMP # 14156 DATE RANGE: 2/13/23 2/24/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/13/23			
Tues	2/14/23			
Wed	2/15/23			
Thurs	2/16/23			
Fri	2/17/23			
Mon	2/20/23			
Tues	2/21/23			
Wed	2/22/23			
Thurs	2/23/23			
Fri	2/24/23			

Comments:

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February 24, 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
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 *03/03/23*
 Payroll Range *02/13/23 thru 02/24/23*

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	02/13/23	3		3	2			
Tues	02/14/23		2	3		3		
Wed	02/15/23		3	4		1		
Thurs	02/16/23	2	1	2		1		2
Fri	02/17/23	1		3	1	1	1	1
Mon	02/20/23	3		2		2		1
Tues	02/21/23	2		2		4		
Wed	02/22/23	3		2	2	1		
Thurs	02/23/23	2		3	1	2		
Fri	02/24/23	2	1	2	1	2		

Hours

Activity

- 8 Invoices, staff meeting, SS4A, regional trails, work program review 2008-2028
- 8 Crash data, legislative review, census data, CMP,
- 8 crash data, safety targets, functional classification, TIP
- 8 Admin, safety performance measures, functional classification, CMP, freight study
- 8 Local share, urbanized area data, functional classification, PPLs, CMP, website, freight study

- 8 UPWP, staff meeting, SS4A, legislative review, freight study
- 8 Admin, invoices, SS4A, regional trails, CMP, SR 267 trail
- 8 Admin, legislative webinar, audit, SS4A, SB 106
- 8 Admin, Briefing - O'Keefe, Rail Plan - Cohen, SS4A, PPLs
- 8 Briefing - Minor, Functional classification, Rail Plan, PPLs, SR 267 Trail

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

EMP NAME: Greg Slay PAYROLL DATE: 3/17/23

EMP # 14156 DATE RANGE: 2/27/23 3/10/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	2/27/23			
Tues	2/28/23			
Wed	3/1/23			
Thurs	3/2/23			
Fri	3/3/23			
Mon	3/6/23			
Tues	3/7/23			
Wed	3/8/23			
Thurs	3/9/23			
Fri	3/10/23			

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
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 *03/17/23*
 Payroll Range *02/27/23 thru 03/10/23*

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	02/27/23	3	3	1		1		
Tues	02/28/23	3		2	1	1		1
Wed	03/01/23			2	2	2	1	1
Thurs	03/02/23	2		2	2	2		
Fri	03/03/23		1	2	3	1		1
Mon	03/06/23	2		3	1	1	1	
Tues	03/07/23	1		3	3	1		
Wed	03/08/23	2		3	1	1		1
Thurs	03/09/23	4		3		1		
Fri	03/10/23	6		2				

Hours

Activity

- 8 Admin, board agenda, staff meeting, Jefferson County CTST, SS4A, SR 267 Trail
- 8 Admin, Board meeting, Census data, TIP, Telecommuting study
- 8 Census data, functional class, TIP/PPLs, SR 267 Trail, website, Telecommuting study
- 8 Admin, FDOT quarterly meeting, district work program,
- 8 Crash data, Census data, SS4A, district work program, TIP, Telecommuting study
- 8 Staff meeting, SS4A, FDOT funding, regional trails, TIP, website
- 8 RMP, Joint City/County Planning meeting, FDOT Funding, TIP, SR 267 Trail
- 8 Admin, SS4A, FDOT funding, legislative review, SR 267, freight study
- 8 Admin, certification, UPWP, MPOAC Policy Committee, Tharpe St, BPIA
- 8 6 PER Leave; LRTP

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

EMP NAME: Greg Slay PAYROLL DATE: 3/31/23

EMP # 14156 DATE RANGE: 3/13/23 3/24/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/13/23			
Tues	3/14/23			
Wed	3/15/23			
Thurs	3/16/23			
Fri	3/17/23	2		
Mon	3/20/23			
Tues	3/21/23			
Wed	3/22/23			
Thurs	3/23/23			
Fri	3/24/23			

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.



March 24, 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
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 *03/31/23*
 Payroll Range *03/13/23 thru 03/24/23*

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	03/13/23	3		4		1		
Tues	03/14/23		3	2	1			2
Wed	03/15/23	1	1	2	1	2	1	
Thurs	03/16/23		2	2	1	2	1	
Fri	03/17/23	2		2	2	2		
Mon	03/20/23	2		1	1	2		2
Tues	03/21/23	2	1	2	1	2		
Wed	03/22/23	3		1	1	2	1	
Thurs	03/23/23		2	3	1	2		
Fri	03/24/23	2	2	2		2		

Hours

Activity

- 8 Admin, staff meeting, SS4A, FDOT funding, CMP
- 8 Wakulla CTST, Reconnecting Communities, RMP, TIP, Freight Study
- 8 Invoices, Leon CTST, SS4A, CMP
- 8 Crash data, SIS, CMP, website
- 8 Personal leave, SIS, regional trails, SR 267, CMP

- 8 Staff meeting, SS4A, SR 267 Trail, Freight Study
- 8 Admin, UPWP, crash data, Paul Russel Rd sidewalks, legislative review, CMP
- 8 Admin, PL formula, UPWP, SS4A, SRTS, TA public meeting
- 8 Crash data, SIS, SS4A, SRTS
- 8 Admin, CTST, SIS, SR 267, CMP

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

EMP NAME: Greg Slay PAYROLL DATE: 4/14/23

EMP # 14156 DATE RANGE: 3/27/23 4/7/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	3/27/23			
Tues	3/28/23			
Wed	3/29/23			
Thurs	3/30/23			
Fri	3/31/23			
Mon	4/3/23			
Tues	4/4/23			
Wed	4/5/23			
Thurs	4/6/23	5		
Fri	4/7/23	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.



April 7, 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
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 *04/14/23*
 Payroll Range *03/27/23 thru 04/07/23*

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	03/27/23	2	4	1		1		
Tues	03/28/23	2		2	2	2		
Wed	03/29/23	2	1	2	2	1		
Thurs	03/30/23	2	2	2	1	1		
Fri	03/31/23		2	2		2		2
Mon	04/03/23	4	2			2		
Tues	04/04/23	4				2		2
Wed	04/05/23	2	2			3		1
Thurs	04/06/23	7						1
Fri	04/07/23	8						

Hours

Activity

- 8 Staff meeting, U-SDK, crash data, legislative update, CMP
- 8 Admin, SIS, PPLs, TIP, SR 267 Trail, regional trails
- 8 Admin, FHWA L RTP webinar, crash data (Tharpe Street) SIS,
- 8 Admin, crash data, ARPC, PPLs, ITS
- 8 Helmet fitting, City design standardization policy, SS4A, freight study

- 8 Staff meeting, MPOAC P&T, crash data, CMP
- 8 Admin, committees, CMP, SS4A
- 8 Admin, crash data, CMAC interview, CMP, SS4A
- 8 Personal leave, admin, Briefing (Cox), SS4A
- 8 Personal leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

EMP NAME: Greg Slay PAYROLL DATE: 4/28/23

EMP # 14156 DATE RANGE: 4/10/23 4/21/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/10/23			
Tues	4/11/23			
Wed	4/12/23			
Thurs	4/13/23			
Fri	4/14/23			
Mon	4/17/23			
Tues	4/18/23			
Wed	4/19/23			
Thurs	4/20/23			
Fri	4/21/23	4		

Comments:

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April 21, 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
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 *04/28/23*
 Payroll Range *04/10/23 thru 04/21/23*

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	04/10/23	3		1		3		1
Tues	04/11/23	2		1	1	2		2
Wed	04/12/23	2			1	2	1	2
Thurs	04/13/23	3		3	1	1		
Fri	04/14/23	2		2	1	2		1
Mon	04/17/23	2		2	1	1		2
Tues	04/18/23	5				1		2
Wed	04/19/23	2		1		1		4
Thurs	04/20/23	2			2	1		3
Fri	04/21/23	5				3		

Hours

Activity

- 8 Admin, staff meeting, SIS, CMP, Bicycle Working Group, SS4A
- 8 Admin, SIS, CMP HIN, Freight Study (FG&A), SS4A
- 8 Half meeting, Board Agenda, PPLs, CMP HIN, Facebook page, SS4A
- 8 UPWP, Board agenda, 2013 I-10 Master Plan review, PPLs, Thomasville Rd Trail
- 8 Admin, Velda Dairy extension, SIS, PPLs, CMP, SS4A
- 8 FMPP, SIS, PPLs, SS4A
- 8 Briefing - Minor, Board meeting, staff meeting, CMP, Freight study, SS4A
- 8 Admin, SIS, Thomasville MUP, SS4A, Freight study, Telecommuting study
- 8 Admin, 3R projects, Thomasville Rd MUP, SS4A, Freight study
- 8 Admin, personal leave, Thomasville Rd MUP

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

EMP NAME: Greg Slay PAYROLL DATE: 5/12/23

EMP # 14156 DATE RANGE: 4/24/23 5/5/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	4/24/23			
Tues	4/25/23			
Wed	4/26/23			
Thurs	4/27/23			
Fri	4/28/23			
Mon	5/1/23			
Tues	5/2/23			
Wed	5/3/23			
Thurs	5/4/23		4	
Fri	5/5/23		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.

May 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
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 *05/12/23*
 Payroll Range *04/24/23 thru 05/05/23*

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	04/24/23	1	1	3	1			2
Tues	04/25/23	3		1		1		3
Wed	04/26/23	4			1	1		2
Thurs	04/27/23	8						
Fri	04/28/23	8						
Mon	05/01/23	2	1	1	2			2
Tues	05/02/23	2		1	1			4
Wed	05/03/23	2	2		1	2		1
Thurs	05/04/23	4		1	1			2
Fri	05/05/23	8						

Hours

Activity

- 8 Admin, U-SDK, BP TCC, SIS, SS4A
- 8 Staff meeting, Audit, SIS, regional trails, Freight Study, SS4A
- 8 MPOAC Travel, SR 267 Trail, SS4A
- 8 MPOAC
- 8 MPOAC
- 8 Admin, safety data, DT Monroe sidewalks, SS4A
- 8 Staff meeting, SIS, SS4A
- 8 Admin, crash data, SIS, CMP
- 8 Sick leave, SIS, PPLs, SS4A
- 8 Sick leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

EMP NAME: Greg Slay PAYROLL DATE: 5/26/23

EMP # 14156 DATE RANGE: 5/8/23 5/19/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	5/8/23			
Tues	5/9/23			
Wed	5/10/23			
Thurs	5/11/23			
Fri	5/12/23			
Mon	5/15/23			
Tues	5/16/23		1	
Wed	5/17/23			
Thurs	5/18/23			
Fri	5/19/23			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.



May 18, 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
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 *05/26/23*
 Payroll Range *05/08/23 thru 05/19/23*

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	05/08/23	1	1	1	2	2	1	
Tues	05/09/23	2		1	1	3		1
Wed	05/10/23	1		2	1	3		1
Thurs	05/11/23	1	3	2		1		1
Fri	05/12/23	2	3		2			1
Mon	05/15/23	2		1	1	1		3
Tues	05/16/23	3	1		1	3		
Wed	05/17/23	2	1	1	1	3		
Thurs	05/18/23	2		2		2		2
Fri	05/19/23	8						

Hours

Activity

- 8 Staff meeting, Reconnecting Communities debrief, T'ville Rd path, website
- 8 MPOAC P&T subcommittee, DT Monroe sidewalks, TIP/PPLs, T'ville Rd path,
- 8 Admin, T'ville RD path, regional trails, FHWA Countermeasure webinar, Telecommuting Study
- 8 Admin, U-SDK, BPIA, SIS, CMP, Freight Study
- 8 Admin, U-SDK, TIP, Telecommuting Study

- 8 Admin, MPOAC (CS setaside), regional trails, SS4A, telecommuting study
- 8 Admin, sick leave, U-SDK, regional trails, DT monroe sidewalks,
- 8 Briefing - Minor, MPOAC, Leon CTST, TIP/PPLs, regional trails
- 8 Admin, FDOT qrtly meeting, Thomasville Rd MUP, SS4A
- 8 Holiday

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

EMP NAME: Greg Slay PAYROLL DATE: 6/9/23

EMP # 14156 DATE RANGE: 5/22/23 6/2/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	5/22/23			
Tues	5/23/23			
Wed	5/24/23			
Thurs	5/25/23			
Fri	5/26/23			
Mon	5/29/23			8 - Holiday
Tues	5/30/23			
Wed	5/31/23			
Thurs	6/1/23			
Fri	6/2/23	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.



June 1, 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
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 *06/09/23*
 Payroll Range *05/22/23 thru 06/02/23*

Day	Date	Task 1.0 Admin 701	Task 2.0 Data Collection 989	Task 3.0 LRP 703	Task 4.0 SRP 990	Task 5.0 Mobility Planning 706	Task 6.0 Public Inv. 705	Task 7.0 Special Projects 995
Mon	05/22/23	5		1	2			
Tues	05/23/23	1		4		1		2
Wed	05/24/23	1		2	1	2	1	1
Thurs	05/25/23	1	1	3		2		1
Fri	05/26/23	8						
Mon	05/29/23	8						
Tues	05/30/23	2		2	2	2		
Wed	05/31/23		2			2	2	2
Thurs	06/01/23			2	1	1	1	3
Fri	06/02/23	8						

Hours	Activity
8	Admin, Board meeting, PPL&TIP
8	Admin, Midtown (interanal & BP), RMP, regional trails, Freight Study, SS4A
8	Admin, Tennessee St Safety, Freight Study
8	Admin, crash data, ARPC, regional trails, SS4A
8	Personal leave
8	Holiday
8	Admin, SIS, TIP/PPLs, CMP
8	Crash data, SRTS, SR 267 Trail, TIP/PPLs public meeting, SS4A
8	SIS, Census data, regional trails, website, SS4A, Freight Study
8	Personal leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

EMP NAME: Greg Slay PAYROLL DATE: 6/23/23

EMP # 14156 DATE RANGE: 6/5/23 6/16/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/5/23			
Tues	6/6/23			
Wed	6/7/23			
Thurs	6/8/23			
Fri	6/9/23			
Mon	6/12/23			
Tues	6/13/23			
Wed	6/14/23			
Thurs	6/15/23			
Fri	6/16/23		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.



June 16, 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
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 *06/23/23*
 Payroll Range *06/05/23 thru 06/16/23*

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	06/05/23		2	2	2	1		1
Tues	06/06/23	6		1		1		
Wed	06/07/23	2	4			1		1
Thurs	06/08/23	2		5			1	
Fri	06/09/23		2	2	2			2
Mon	06/12/23	3	2	1	1			1
Tues	06/13/23	3	2			1		2
Wed	06/14/23	2	1	1	1	1		2
Thurs	06/15/23	2		2	2	1		1
Fri	06/16/23	7						1

Hours

Activity

- 8 U-SDK, Census data, TIP/IPP/Ls, regional trails, SS4A
- 8 Admin, committees, Apportionment webinar, BP regional trail meeting
- 8 Briefing - O'Keefe, Leon CTST, Signal4 webinar, crash data, Telecommute Study
- 8 Admin, LRTP Revenue Forecast webinar, FDOT modelling/other issues meeting
- 8 U-SDK, Apportionment plan, PPLs, SS4A
- 8 Audit, staff meeting, U-SDK, Apportionment Plan, SS4A
- 8 Admin, audit, crash data, SR 267, SS4A
- 8 Audit, crash data, Census data, PPLs, ITS, Telecommuting study
- 8 Audit, Census data, SS4A
- 8 Sick leave, Briefing - Minor, Audit, SS4A

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review

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

EMP # 14156 DATE RANGE: 6/19/23 6/30/23

DEPT: 460101

CRTPA EMPLOYEE TIME SHEET

DAY	DATE	VACATION HOURS	SICK HOURS	OTHER LEAVE
Mon	6/19/23			
Tues	6/20/23			
Wed	6/21/23			
Thurs	6/22/23			
Fri	6/23/23			
Mon	6/26/23		8	
Tues	6/27/23			
Wed	6/28/23		8	
Thurs	6/29/23			
Fri	6/30/23	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.



June 29, 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
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 *07/07/23*
 Payroll Range *06/19/23 thru 06/30/23*

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	06/19/23	5		1		1		1
Tues	06/20/23	3		1	1	2		1
Wed	06/21/23	3	1	3		1		
Thurs	06/22/23	2		1	1	2		2
Fri	06/23/23	3		2	2		1	
Mon	06/26/23	8						
Tues	06/27/23	2	2	2				2
Wed	06/28/23	8						
Thurs	06/29/23	5		1		2		
Fri	06/30/23	8						

Hours

Activity

- 8 Admin, Board meeting, Briefing - Minor, Census data, CMP, SS4A
- 8 Audit, staff meeting, TIP, Gadsden County - Havana Trail, Freight study
- 8 Audit, Briefing - C. Simon, crash data, Apportionment webinar, census data, CMP
- 8 Admin, CMAC interview, SRTS, Freight study
- 8 Admin, audit, RMP, website

- 8 Sick leave
- 8 Audit, admin, crash data, SS4A
- 8 Sick leave
- 8 FHWA/FDOT planning meeting, audit, SR 267 Trail
- 8 Personal leave

CRTPA Employee: Greg Slay

FIELDWORK DOCUMENTATION FOR LIABILITY INSURANCE

Date	Hours in the Field	Location	Activity Conducted
8/1/2022	2	Sabal Palm Elementary	Connectivity review
9/9/2022	1	Gadsden Sidewalk @ 6/7th St	Field review
9/16/2022	3	Coastal Trail/Tharpe Street	Field review
2/10/2023	3	Thomasville Rd Trail	Field review