

Erica Firnhaber

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County Board Members,

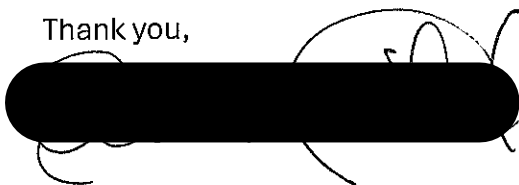
Due to the ongoing issue with payroll and recordkeeping, I am providing you with audit findings from 2019 and 2020 that relate to payroll. I am also providing an Administrative Code from the Department of Labor regarding Records and Notice Requirements, U.S. Department of Labor Recordkeeping Requirements under the FLSA Act and a sheet on potential penalties for non-compliance with such laws.

For over five years I have pleaded with multiple county boards to implement a timekeeping system that would be accurate as required by law, as well as track benefit time accurately as required by law. This would also protect employees, department heads, the county board and taxpayers from potential liability and fraud. Shelby County made a move in that direction in December of 2023 with a move to electronic timekeeping which is the most accurate systematic process. Sadly, a month ago, the county moved backwards on these issues and is not compliant with state and federal law. I am providing timesheets from the current payroll which again show great inconsistencies and some that are based off schedule instead of actual hours worked. The health department continues to submit inaccurate timesheets that only reflect hours scheduled. The risk to Shelby County is incalculable.

According to these laws, all employees, whether salary or hourly should be tracking accurate time, and electronic timekeeping is the best way to do that.

I am asking this county board to please enforce the policy of electronic timekeeping that was passed and implemented in 2023. The county board is the administrative body of the county and is statutorily responsible for this issue and has the managerial authority to set this policy and enforce it. I would ask that the statutes be searched for the consequences to department heads that refuse to follow this policy. The board has a fiduciary duty to follow through on these issues.

Thank you,



SHELBY COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
For the year ended August 31, 2019

Finding No. 2019-002 - Controls Over the Payroll Process

Criteria:

Shelby County is required to maintain a system of controls over the payroll process to provide accurate compensation, comply with regulations and union contracts, and prevent misstatements due to error or fraud.

Condition and Context:

The Sheriff's office does not employ a systematic process for tracking employee hours and calculating wages and overtime. The following errors or inconsistencies were noted in our testing: 1) An employee was paid twice for the same eight-hour work period. 2) One employee was shown to have worked a holiday according to the schedule, for which he should receive twelve hours of compensatory time, but per management, he incorrectly reported that he did not work the holiday and received eight hours of compensatory time. 3) An employee took a personal day on a day originally scheduled, and the variation was not noted on the schedule.

Cause:

Deputies do not maintain timecards, and only time that is eligible for overtime or holiday pay is tracked in an unsystematic manner. Proper segregation of duties is not always maintained, and there are inconsistencies in who prepares the documentation.

Effect or Potential Effect:

Management or employees in their normal course of performing their assigned functional may not timely prevent misstatements due to error or fraud or correctly calculate overtime pay and employee wages.

Recommendation:

We recommend that the sheriff's office employ a more thorough and systematic process for tracking time worked and calculating wages and overtime.

Responsible Official's Response:

Management agrees with the finding and recommendation.

SHELBY COUNTY, ILLINOIS
SCHEDULE OF FINDINGS AND QUESTIONED COSTS (CONTINUED)
For the year ended August 31, 2020

Finding No. 2020-004 – Internal Controls over Payroll Processing

Criteria:

Shelby County is required to maintain a system of controls over the payroll process to comply with laws, regulations and union contracts and to prevent misstatements due to error or fraud.

Condition and Context:

Shelby County did not maintain an adequate system of internal controls over payroll processing. Several instances of payroll errors or noncompliance were noted, including 1) compensatory time off was not tracked by the county clerk nor the circuit clerk for a portion of the year, 2) a sheriff employee accumulated sick time in excess of what is allowable in the union contract, 3) a sheriff employee received \$642 in wages without substantiation of hours, and 4) terms of the union contracts for the dates that vacation and sick time are earned were not followed in most departments prior to June 2020. A payroll policy was implemented by the County in May 2020 that aligns these dates with the union contracts. Most departments changed their record-keeping at that time, but of the departments that were tested, the offices of the health department, sheriff, circuit clerk, supervisor of assessments, and animal control continued prior practice through the end of the fiscal year with one or both of the benefits.

Cause:

1) County clerk and circuit clerk officials were not aware of the need to track these benefits. 2) The error was due to an oversight. 3) The sheriff's office could not locate documentation for the wages. 4) The union contracts expire August 31, 2021, and the departments did not want to change procedures since it is likely the terms of the contracts that will be effective September 1, 2021 will be changed to reflect current practice.

Effect or Potential Effect:

The County has increased risk of payroll misstatements due to error or fraud and noncompliance with payroll laws, regulations and union contracts.

Recommendation:

The County should implement the controls in place for payroll processing.

Responsible Official's Response:

Management agrees with the finding and recommendation.

ADMINISTRATIVE CODE

TITLE 56: LABOR AND EMPLOYMENT
CHAPTER I: DEPARTMENT OF LABOR
SUBCHAPTER b: REGULATION OF WORKING CONDITIONS
PART 300 PAYMENT AND COLLECTION OF WAGES OR FINAL COMPENSATION
SECTION 300.630 RECORDS AND NOTICE REQUIREMENTS

Section 300.630 Records and Notice Requirements

- a)

Regardless of an employee's status as an exempt administrative employee, executive, or professional, every employer shall make and maintain for not less than 3 years the following true and accurate records for each employee: name and address, hours worked each day in each work week, the rate of pay, copies of all notices provided to the employee as required by subsection (d), amount paid each pay period, and all deductions made from wages or final compensation.

Additionally, any employer that provides paid vacation to its employees must maintain, for a period of not less than 3 years, true and accurate records of the number of vacation days earned for each year and the dates on which vacation days were taken and paid.
- b)

In the absence of employer records, an aggrieved employee may not be denied recovery of wages or final compensation on the basis that the employee is unable to prove the precise extent of uncompensated work or final compensation. An employee need only produce sufficient evidence to demonstrate the amount and extent of work or time earned as a just and reasonable inference. The employer must then produce evidence of the exact amount of work or time earned or produce evidence to negate the reasonable inferences drawn from the employee's evidence. The employer's failure to make and maintain records as required under subsection (a) shall not preclude a finding based on the information available that wages or final compensation are due, even though the award may be only approximate.
- c)

Every employer shall furnish in writing to each employee an itemized statement of deductions made from wages for each pay period.
- d)

An employer is required to notify an employee in writing, at the time of hiring, of the rate of pay. An employee commencing work shall reflect mutual assent to the rate of pay. An employer shall not change an agreement regarding the payment of wages and compensation without first notifying the employee before the effective date of the change. The employer shall place the arrangement in writing at the time of the change and present the change to the employee unless impossible to do so. Because of extraordinary circumstances, the immediate placement in writing may not be able to be accomplished, but this inability to do so must be immediately rectified. An employer cannot rely upon an employee's continued employment as affirmation that the employee consented to an adverse modification of the employee's rate of compensation when the employee was not notified in writing of the modification before its effective date. However, when the employee continues

to work after being notified of a change in writing, the employee shall be presumed to have assented to the change, absent evidence to the contrary. An employer may not retroactively adversely affect the wages earned by an employee. In every employment relationship, it is presumed that the employer will pay for all hours worked, as defined in 56 Ill. Adm. Code 210.110. An employee who has not been paid for all hours worked is not presumed because of the employee's continuing to work to have assented to work without compensation for the hours worked at the agreed rate of compensation or to have assented to the non-payment of required or promised overtime pay.

- e) The employer shall bear the burden of showing that it was not possible to notify the employee in writing, at the time of hiring, of the rate of pay and of the time and place of payment. "Rate of pay" shall include a description of all wages or final compensation, as defined by Section 2 of the Act and this Part.

(Source: Amended at 47 Ill. Reg. 5406, effective March 31, 2023)

Fact Sheet #21: Recordkeeping Requirements under the Fair Labor Standards Act (FLSA)

This fact sheet provides a summary of the FLSA's recordkeeping regulations, 29 CFR Part 516.

Records To Be Kept By Employers

Highlights: The FLSA sets minimum wage, overtime pay, recordkeeping, and youth employment standards for employment subject to its provisions. Unless exempt, covered employees must be paid at least the minimum wage and not less than one and one-half times their regular rates of pay for overtime hours worked.

Posting: Employers must display an official poster outlining the provisions of the Act, available at no cost from local offices of the Wage and Hour Division and toll-free, by calling 1-866-4USWage (1-866-487-9243). This poster is also available electronically for downloading and printing at <http://www.dol.gov/osbp/sbrefa/poster/main.htm>.

What Records Are Required: Every covered employer must keep certain records for each non-exempt worker. The Act requires no particular form for the records, but does require that the records include certain identifying information about the employee and data about the hours worked and the wages earned. The law requires this information to be accurate. The following is a listing of the basic records that an employer must maintain:

1. Employee's full name and social security number.
2. Address, including zip code.
3. Birth date, if younger than 19.
4. Sex and occupation.
5. Time and day of week when employee's workweek begins.
6. Hours worked each day.
7. Total hours worked each workweek.
8. Basis on which employee's wages are paid (e.g., "\$9 per hour", "\$440 a week", "piecework")
9. Regular hourly pay rate.
10. Total daily or weekly straight-time earnings.
11. Total overtime earnings for the workweek.
12. All additions to or deductions from the employee's wages.
13. Total wages paid each pay period.
14. Date of payment and the pay period covered by the payment.

How Long Should Records Be Retained: Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages. These records must be open for inspection by the Division's representatives, who may ask the employer to make extensions, computations, or transcriptions. The records may be kept at the place of employment or in a central records office.

What About Timekeeping: Employers may use any timekeeping method they choose. For example, they may use a time clock, have a timekeeper keep track of employee's work hours, or tell their workers to write their own times on the records. Any timekeeping plan is acceptable as long as it is complete and accurate.

The following is a sample timekeeping format employers may follow but are not required to do so:

DAY	DATE	IN	OUT	TOTAL HOURS
Sunday	6/3/07	-----	-----	-----
Monday	6/4/07	8:00am	12:02pm	
		1:00pm	5:03pm	8
Tuesday	6/5/07	7:57am	11:58am	
		1:00pm	5:00pm	8
Wednesday	6/6/07	8:02am	12:10pm	
		1:06pm	5:05pm	8
Thursday	6/7/07	-----	-----	-----
Friday	6/8/07	-----	-----	-----
Saturday	6/9/07	-----	-----	-----
Total Workweek Hours:				24

Employees on Fixed Schedules: Many employees work on a fixed schedule from which they seldom vary. The employer may keep a record showing the exact schedule of daily and weekly hours and merely indicate that the worker did follow the schedule. When a worker is on a job for a longer or shorter period of time than the schedule shows, the employer must record the number of hours the worker actually worked, on an exception basis.

Where to Obtain Additional Information

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

U.S. Department of Labor
 Frances Perkins Building
 200 Constitution Avenue, NW
 Washington, DC 20210

1-866-4-USWAGE
 TTY: 1-866-487-9243
Contact Us

Pay Up or Pay Out: New Penalties for Record-Keeping and Compensation Violations in Illinois

For several years now, employers have been required by the Illinois Minimum Wage Act (“IMWA”) to keep records related to employee hours worked and their compensation. The Act was recently amended to stiffen penalties when employers do not maintain proper records or fail to adequately pay their workers.

The IMWA has long required employers to maintain various records for all employees for a period of at least three years, including accurate records of the name and address of each employee, the hours worked each day in each work week by each employee, their rates of pay, the amount paid during each pay period to each employee, and all deductions made from employee wages. Additionally, any employer that provides paid vacation to its employees must preserve, for at least three years, accurate records of the number of vacation days earned for each year and the dates on which vacation days were taken and compensated.

The IMWA has never made a distinction between “exempt” and “non-exempt” employees, terms borrowed from federal law that determine whether employees are entitled to overtime pay. Even though “exempt” employees are not entitled to overtime pay, because they are salaried and usually play some role in a business’ management, the IMWA does not create an exception for them to its time-keeping requirements. Moreover, the Illinois Department of Labor’s regulations under the Illinois Wage Payment and Collection Act expressly state that employers are required to keep daily time records for all employees “regardless of an employee’s status as an exempt administrative employee, executive or professional.” See 56 Ill. Admin. Code 300.630(a). Thus, employers should be maintaining records for *all* of its employees.

While the format of such records is generally left up to the employer, they should be easily accessible to employees or state officials. If an employee attempts to recover past wages or final compensation, for example, an employer should be able to produce the employee’s relevant time and pay records. An employer’s inability to produce the necessary records does not mean it doesn’t have to pay. In fact, since the state places the burden on the employer to properly maintain accurate records that demonstrate compliance, the records an employee produces will be considered accurate if the employer fails to provide proper documentation. Furthermore, if the employer’s records demonstrate inconsistencies with regard to time worked and wages paid, the IDOL might deny their accuracy and presume the employer has not paid the proper amounts.

The recent amendment to the IMWA increases the minimum wage in Illinois to \$15 per hour by 2025. It also gives new teeth to the Act’s record-keeping provisions. Until now, the IMWA did not provide monetary penalties for failure to keep required records. As of February 2019, an employer that fails to maintain records required by the IMWA is subject to a penalty of \$100 for each impacted employee, payable to the Department of Labor’s Wage Theft Enforcement Fund. If an employee is underpaid, the employee can recover in a civil suit three times the amount they were underpaid, and may be granted damages equivalent to 5% of the total amount they were underpaid per each month following underpayment.

In light of the new law, Illinois employers should take steps to keep a daily record of hours worked by both exempt and non-exempt employees, and should maintain accurate records of employee compensation. An experienced employment attorney can help employers abide by their record-keeping duties and maintain full compliance with the IMWA and related laws.

Categories:

- Employment Law

2180.00

July 14 - July 27
2024

QUEENSLAND POLICE DEPARTMENT

Employee: [Redacted]

Weekly Time Record
Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7-14	—	—											—
MONDAY	7-15	7am	3pm	8										8
TUESDAY	7-16	7am	3pm	8										8
WEDNESDAY	7-17	7am	3pm	8										8
THURSDAY	7-18	7am	3pm	8										8
FRIDAY	7-19	7am	3pm	8										8
SATURDAY	7-20	—	—											—
Sub-Total				40	0	0	0	0	0	0	0	0	0	40
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7-21	—	—											—
MONDAY	7-22	VAC	VAC											—
TUESDAY	7-23	VAC	VAC											—
WEDNESDAY	7-24	VAC	VAC											—
THURSDAY	7-25	VAC	VAC											—
FRIDAY	7-26	VAC	VAC											—
SATURDAY	7-27	—	—											—
Sub-Total				40	0	0	0	0	0	0	0	0	0	40

July 29, 2024

7/29/24

Employee Signature: [Redacted]

Department Head Signature: [Redacted]

Date:

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

40 Reg
40 V

2490,69

Y COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Pay Period: July 14 - 20, 2024

DAY	DATE	IN	OUT	Reps	Hrs	OT	Comp	HW/P	HW/CE	HINW/P	HINW/C	Comp Used	Sick	Vacation	Personal	Shift Dif	Total	Commuter		
SUNDAY																				
MONDAY	7/15/24	7:00 AM	3:30 PM	8.5													8.5	2@\$.150	0	
TUESDAY	7/16/24	7:00 AM	3:15 PM	8.25													8.25	1@\$.150	0	
WEDNESDAY	7/17/24	7:15 AM	4:15 PM	9													9	0	0	
THURSDAY	7/18/24	7:00 AM	3:00 PM	8								6.25					6.25	0	0	
FRIDAY	7/19/24	OFF																0	0	
SATURDAY												6.25					6.25	0	0	
Sub-Total				33.75	0	0	0	0	0	0	0	6.25					40	\$4.50	0	
DAY	DATE	IN	OUT	Reps	Hrs	OT	Comp	HW/P	HW/CE	HINW/P	HINW/C	Comp Used	Sick	Vacation	Personal	Shift Dif	Total	Commuter		
SUNDAY																				
MONDAY	7/22/24	OFF																0	0	
TUESDAY	7/23/24	7:00 AM	4:00 PM	9								6.5					6.5	0	0	
WEDNESDAY	7/24/24	7:00 AM	3:30 PM	8.5													8.5	1@\$.150	0	
THURSDAY	7/25/24	7:00 AM	9:30 AM	2.5									5.5				8	2@\$.150	0	
FRIDAY	7/26/24	OFF															8	0	0	
SATURDAY																		0	0	
Sub-Total				20	0	0	0	0	0	0	0	12.75	13.5	13.5	0	0	0	40	\$7.50	0

Employee Signature: [Redacted]

Date: 7/29/2024

7/29/24


Department H: [Redacted]

Date:

... HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

Time Sheet

Office Sheriff Dept. Maintenance

Employee 

	Date	Time in	Lunch Out	In	Out	Total
Monday	7/15/24	7:00	11:00	12:00	4:00	8:00
Tuesday	7/16/24	7:00	11:00	12:00	4:00	8:00
Wednesday	7/17/24	7:00	11:00	12:00	4:00	8:00
Thursday	7/18/24	7:00	11:00	12:00	4:00	8:00
Friday	7/19/24	7:00	11:00	12:00	4:00	8:00

Sick

Vacation

Personal

	Date	Time in	Lunch Out	In	Out	Total
Monday	7/22/24	7:00	11:00	12:00	4:00	8:00
Tuesday	7/23/24	7:00	11:00	12:00	4:00	8:00
Wednesday	7/24/24	7:00	11:00	12:00	4:00	8:00
Thursday	7/25/24	7:00	11:00	12:00	4:00	8:00
Friday	7/26/24	7:00	11:00	12:00	4:00	8:00

Sick

Vacation

Personal

Employee Signature



Official's Signature



* Personal time will be negative 8 HRS.

\$2901.62

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 Employee: [Redacted]
 Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24															0
MONDAY	7/15/24															0
TUESDAY	7/16/24															8
WEDNESDAY	7/17/24	11:00 PM	7:00 AM	8											7	8
THURSDAY	7/18/24	11:00 PM	7:00 AM	8											7	8
FRIDAY	7/19/24	11:00 PM	7:00 AM	8											7	8
SATURDAY	7/20/24	11:00 PM	11:00 AM	8	4										7	12
		Sub-Total		32	4	0	0				0	0	0	0	2.8	44
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24															0
MONDAY	7/22/24	7:00 AM	7:00 PM		12										3	12
TUESDAY	7/23/24	7am 11am	11pm 7 am	8	4										7	12
WEDNESDAY	7/24/24	11:00 PM	7:00 AM	8											7	8
THURSDAY	7/25/24	7:00 PM	7:00 AM	8	4										11	12
FRIDAY	7/26/24	11:00 PM	7:00 AM	8											7	8
SATURDAY	7/27/24															8
		Sub-Total		32	20	0	0	0	0	0	0	0	0	0	35.0	60
		TOTAL		64	24	0	0	0	0	0	0	0	0	0	8.3	104

* This says his waiting 8 HRS person but he has 0 available HRS of Personal. He will now go negative for P time

7/27/24
 7/29/24

Employee Signature: [Redacted] Date: 7/27/24
 Department Head Signature: [Redacted] Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

TimeClock Plus Time Import Exceptions

Shelby County

Empl ID	Name	Pay Code	Hours	Date	Error Message
599	[Redacted]	5026P	8.00	7/27/2024	Leave Balance exceeded for Leave PER8

Complete Payroll

For the period of 7/14/2024 to 7/27/2024

Name: [Redacted] Number: [Redacted] Export Code: 599 Department: 032

Week	Date	Time	In	Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total
2	7/27 Sat	11:00 PM			1378-CORR. OFFICER - PERSNL	8.00		8.00	8.00	0.00	0.00	8.00
Week 2 Totals: 8.00 8.00 0.00 0.00 8.00 8.00 0.00 8.00												
Period Totals: 8.00 8.00 0.00 0.00 8.00 8.00												

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1378	CORR. OFFICER - PERSNL	8.00	8.00	0.00	0.00	8.00
Job Code 1378 Total:						8.00
Period Total:						8.00

Management: _____ Employee: [Redacted]


SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record


Employee: 

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HNW/P	HNW/CE	HNW/P	HNW/CE	Comp Used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/15/24															0
MONDAY	7/15/24	SD										8				8
TUESDAY	7/16/24	SD										8				8
WEDNESDAY	7/17/24	SD										8				8
THURSDAY	7/18/24	SD										8				8
FRIDAY	7/19/24	SD										8				8
SATURDAY	7/20/24															0
Sub-Total				0	0	0					0	40	0	0		40
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HNW/P	HNW/CE	HNW/P	HNW/CE	Comp Used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24															0
MONDAY	7/22/24	SD										8				8
TUESDAY	7/23/24	SD										8				8
WEDNESDAY	7/24/24	SD										8				8
THURSDAY	7/25/24	SD										8				8
FRIDAY	7/26/24	SD										8				8
SATURDAY	7/27/24															0
Sub-Total				0	0	0	0	0	0	0	0	40	0	0		40
TOTAL				0	0	0	0	0	0	0	0	80	0	0		80

Employee Signature: 

Date: 7-25-24

Department Head Signature: 

Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

*.93 was added to one-time 50
Pay Column.

\$1959.83

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
Employee: [Redacted]
Pay Period: 07/14/2024

DAY	DATE	IN	OUT	Reg His	Overtime	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comps Used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24	3:00P	11:00P	8											7	8
MONDAY	7/15/24	3:00P	11:00P	8											7	8
TUESDAY	7/16/24	3:00P	11:00P	8											7	8
WEDNESDAY	7/17/24	OFF	OFF	0												0
THURSDAY	7/18/24	OFF	OFF	0												0
FRIDAY	7/19/24	3:00P	11:00P	8											7	8
SATURDAY	7/20/24	11:00A	7:00P	8											3	8
		Sub-Total		40	0	0	0	0	0	0	0	0	0	0	31	40
DAY	DATE	IN	OUT	Reg His	Overtime	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comps Used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24	VAC	VAC	0									8			8
MONDAY	7/22/24	VAC	VAC	0									8			8
TUESDAY	7/23/24	VAC	VAC	0									8			8
WEDNESDAY	7/24/24	OFF	OFF	0									0			0
THURSDAY	7/25/24	OFF	OFF	0									0			0
FRIDAY	7/26/24	VAC	VAC	0									8			8
SATURDAY	7/27/24	VAC	VAC	0									8			8
		Sub-Total		0	0	0	0	0	0	0	0	0	40	0	0	40
		TOTAL		40	0	0	0	0	0	0	0	0	40	0	0	80

Employee Signature: [Redacted] Date: 7/29/24
 Department Head Signature: [Redacted] Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

Shorted .93 Shift Dif 6/2 thru 6/15

Complete Payroll
For the period of 7/14/2024 to 7/27/2024

Name: [Redacted] Number: 666 Export Code: 666 Department: 032

Week	D	Date	In	Time	In	Date	Out	Time	Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total
------	---	------	----	------	----	------	-----	------	-----	----------	------	-------	-------	-----	------	------	-----------

2	Mon	7/22	3:00 PM	---	---	1380-CORR, OFFICERS - VAC	8.00	0.00	8.00	8.00	0.00	0.00	8.00	8.00	0.00	0.00	8.00
	Tue	7/23	3:00 PM	---	---	1380-CORR, OFFICERS - VAC	8.00	0.00	8.00	8.00	0.00	0.00	8.00	8.00	0.00	0.00	8.00
	Fri	7/26	3:00 PM	---	---	1380-CORR, OFFICERS - VAC	8.00	0.00	8.00	8.00	0.00	0.00	8.00	8.00	0.00	0.00	8.00
	Sat	7/27	3:00 PM	---	---	1380-CORR, OFFICERS - VAC	8.00	0.00	8.00	8.00	0.00	0.00	8.00	8.00	0.00	0.00	8.00
Week 2 Totals:												32.00	32.00	0.00	0.00	32.00	
Period Totals:												32.00	32.00	0.00	0.00	32.00	

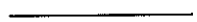
7/21 Vacation was not entered here, but on hand sheet.

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1380	CORR, OFFICERS - VAC	32.00	0.00	0.00	0.00	0.00
Job Code 1380 Total:						32.00
Period Total:						32.00

Total V=40



Employee:



Management:

\$2114.91

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
Pay Period: _____

Employee: _____

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp/used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24	6:39 AM	3:00 PM	8	0.35											8.35
MONDAY	7/15/24	6:37 AM	3:00 PM	8	0.38											8.38
TUESDAY	7/16/24	IN OUT 6:30-8:40	10:00-3:00	7.17												7.17
WEDNESDAY	7/17/24	6:33 AM	3:00 PM	8	0.45											8.45
THURSDAY	7/18/24	6:34 AM	3:00 PM	8	0.43											8.43
FRIDAY	7/19/24	OFF														0
SATURDAY	7/20/24	OFF														0
Sub-Total				39.17	1.61	0	0	0	0	0	0	0	0	0	0	40.78
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp/used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24	COMP DAY									8					8
MONDAY	7/22/24	COMP DAY									8					8
TUESDAY	7/23/24	COMP DAY									8					8
WEDNESDAY	7/24/24	6:45 AM	4:10 PM	8	1.42										.17	9.42
THURSDAY	7/25/24	6:38 AM	3:00 PM	8	0.37											8.37
FRIDAY	7/26/24	OFF														0
SATURDAY	7/27/24	OFF														0
Sub-Total				16	1.79	0	0	0	0	0	24	0	0	0	0	41.79
TOTAL				55.17	3.4	0	0	0	0	0	24	0	0	0	0	82.57

Employee Signature: _____
Date: 7/29/24

(On 7-16-24 I left for Dr. Appt. 1hr & 20min)
(On 7-24-24 I worked at the Courthouse)

Department Head Signature: _____
Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

Complete Payroll

For the period of 7/14/2024 to 7/27/2024

Name: [Redacted] Number: 560 Export Code: 560 Department: 032

Week	D	Date	In	Time	In	Date	Time	Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total
2	<input type="checkbox"/>	Sun	7/21	7:00 AM	---	---	---	---	1376-CORR. OFFICERS - COMP	0.00		8.00	8.00	0.00	0.00	8.00
	<input type="checkbox"/>	Mon	7/22	7:00 AM	---	---	---	---	1376-CORR. OFFICERS - COMP	0.00		8.00	8.00	0.00	0.00	8.00
	<input type="checkbox"/>	Tue	7/23	7:00 AM	---	---	---	---	1376-CORR. OFFICERS - COMP	0.00		8.00	8.00	0.00	0.00	8.00
Week 2 Totals:																
												24.00	24.00	0.00	0.00	24.00
Period Totals:																
												24.00	24.00	0.00	0.00	24.00

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1376	CORR. OFFICERS - COMP	0.00	24.00	0.00	0.00	24.00
Job Code 1376 Total:			24.00	0.00	0.00	24.00
Period Total:			24.00	0.00	0.00	24.00

Management: _____ Employee: [Redacted]

\$ 271 8.30

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record		Employee		Pay Period: 07/14/24 - 07/27/24															
DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HWP	HWGE	HNWP	HNWC	Comp Used	Sick	Vacation	Personal	Shift Dif	Total			
SUNDAY	7/14/24	3:00 PM	11:00 PM	8											7	8			
MONDAY	7/15/24															0			
TUESDAY	7/16/24															0			
WEDNESDAY	7/17/24	3:00 PM	11:00 PM	8											7	8			
THURSDAY	7/18/24	11:00 AM	7:00 PM	8											3	8			
FRIDAY	7/19/24	7:00 AM	3:00 PM	8												8			
SATURDAY	7/20/24	7:00 AM	3:00 PM	8												8			
			Sub-Total	40	0	0	0	0	0	0	0	0	0	0	17	40			
DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HWP	HWGE	HNWP	HNWC	Comp Used	Sick	Vacation	Personal	Shift Dif	Total			
SUNDAY	7/21/24	11:00 AM	7:00 PM	8											3	8			
MONDAY	7/22/24	7:00 PM	11:00 PM		4										4	4			
TUESDAY	7/23/24	7:00 AM	3:00 PM		8											8			
WEDNESDAY	7/24/24	3:00 PM	11:00 PM	8											7	8			
THURSDAY	7/25/24	SICK	DAY										8			8			
FRIDAY	7/26/24	7:00 AM	7:00 PM	8											3	12			
SATURDAY	7/27/24	7:00 AM	7:00 PM	8											3	12			
			Sub-Total	32	20	0	0	0	0	0	0	0	8	0	20	60			
			TOTAL	72	20	0	0	0	0	0	0	8	0	0	37	100			

Employee Signature: _____ Date: 07-27-24

Department Head Signature: _____ Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

\$3446.50

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 Employee: [Redacted]
 Pay Period: [Redacted]

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HWP	HNWCE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24	OFF														0
MONDAY	7/15/24	OFF														0
TUESDAY	7/16/24	630P	630A	8	4										11.5	12
WEDNESDAY	7/17/24	630P	630A	8	4										11.5	12
THURSDAY	7/18/24	630P	630A	8	4										11.5	12
FRIDAY	7/19/24	630P	630A	8	4										11.5	12
SATURDAY	7/20/24	630P	630A	8	4										11.5	12
		Sub-Total		40	20	0	0	0	0	0	0	0	0	0		60
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HWP	HNWCE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24	630P	630A	8	4										11.5	12
MONDAY	7/22/24	OFF														0
TUESDAY	7/23/24	OFF														0
WEDNESDAY	7/24/24	630P	630A	8	4										11.5	12
THURSDAY	7/25/24	630P	630A	8	4										11.5	12
FRIDAY	7/26/24	630P	630A	8	4										11.5	12
SATURDAY	7/27/24	630P	630A	8	4										11.5	12
		Sub-Total		40	20	0	0	0	0	0	0	0	0	0		60
TOTAL				80	40	0	0	0	0	0	0	0	0	0	11.5	120

Employee Signature: [Redacted] Date: 7-27-24
 Department Head Signature: [Redacted] Date: 7-27-24
 Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

owed HNWC E 8 hrs for 5/27
 * This was addressed in an email to Brian on 7/29 @ 10:12 am & this payroll was turned in @ 11:40 am.
 -No change is necessary-

* Need daily Shift Dif totals written out by the day w/ a total.

\$2246.35

SHERIFF BY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 Employee: [Redacted]
 Pay Period: 7/23/24 - 7/29/24

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	FW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24	630P	630A	8		4										12
MONDAY	7/15/24	630P	630A	8		4										12
TUESDAY	7/16/24	OFF														0
WEDNESDAY	7/17/24	OFF														0
THURSDAY	7/18/24	630A	630P	8		4										12
FRIDAY	7/19/24	630A	630P	8		4										12
SATURDAY	7/20/24	CT														8
		Sub-Total		32	0	16	0	0	0	0	0	0	0	0	0	56
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	FW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24	OFF														0
MONDAY	7/22/24	630P	630A	8		4										12
TUESDAY	7/23/24	630P	630A	8		4										12
WEDNESDAY	7/24/24	OFF														0
THURSDAY	7/25/24	630A	630P	8		4										12
FRIDAY	7/26/24	630A	630P	8		4										12
SATURDAY	7/27/24	630A	630P	8		4										12
		Sub-Total		40	0	20	0	0	0	0	0	0	0	0	0	60
		TOTAL		72	0	36	0	0	0	0	0	8	0	0	0	116

Employee Signature: [Redacted] Date: 7-27-24
 Department Head Signature: [Redacted] Date: 7/29/24

58.50

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

* Shift Dif Totals are not listed. I went thru & manually add each day hours & matches whats @ top of list, but thats not what we go by.

\$2238.40

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 Employee: [Redacted]
 Pay Period: 7/14/24-7/27/24

DAY	DATE	IN	OUT	Req.Hrs	Over-time	OT Comp	HWP	HNWC	HNWP	HNWC	HNWP	Comp.Used	Sick	Vacation	Personal	Shift/Dif	Total	
SUNDAY	7/14/24	n/a															0	
MONDAY	7/15/24	0634am	1434pm	8													8	
TUESDAY	7/16/24	0632am	1432pm	8													8	
WEDNESDAY	7/17/24	0630am	1430pm	8													8	
THURSDAY	7/18/24	0630am	1430pm	8													8	
FRIDAY	7/19/24	0629am	1329pm	7									1				8	
SATURDAY	7/20/24	n/a															0	
Sub-Total				39	0	0	0	0	0	0	0	0	1	0	0	0	40	
DAY	DATE	IN	OUT	Req.Hrs	Over-time	OT Comp	HWP	HNWC	HNWP	HNWC	HNWP	Comp.Used	Sick	Vacation	Personal	Shift/Dif	Total	
SUNDAY	7/21/24	n/a															0	
MONDAY	7/22/24	n/a															8	
TUESDAY	7/23/24	n/a															8	
WEDNESDAY	7/24/24	n/a															8	
THURSDAY	7/25/24	n/a															8	
FRIDAY	7/26/24	n/a															8	
SATURDAY	7/27/24	n/a															0	
Sub-Total				0	0	0	0	0	0	0	0	0	0	0	0	0	40	
TOTAL				39	0	0	0	0	0	0	0	0	1	0	0	0	0	80

Employee Signature: [Redacted] Date: 7/29/24

Department Head Signature: [Redacted] Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

\$ 2142.82

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Employee: [Redacted]

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp/Used	Sick	Vacation	Personal	Shift Dif.	Total
SUNDAY	7/14/24	7:00 AM	3:00 PM	8												8
MONDAY	7/15/24	3:00 PM	11:00 PM	8											7	8
TUESDAY	7/16/24	9:00 AM	5:00 PM	8											1	8
WEDNESDAY	7/17/24	9:00 AM	5:00 PM	8											1	8
THURSDAY	7/18/24	OFF	OFF													0
FRIDAY	7/19/24	OFF	OFF													0
SATURDAY	7/20/24	7:00 AM	3:00 PM	8												8
			Sub-Total	40	0	0	0	0	0	0	0	0	0	0	9	40
DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp/Used	Sick	Vacation	Personal	Shift Dif.	Total
SUNDAY	7/21/24	SICK	SICK									7				8
MONDAY	7/22/24	7:00 AM	7:00 PM	8	4										3	12
TUESDAY	7/23/24	3:00 PM	11:00 PM	8											7	8
WEDNESDAY	7/24/24	7:00 AM	3:00 PM	8												8
THURSDAY	7/25/24	OFF	OFF													0
FRIDAY	7/26/24	OFF	OFF													0
SATURDAY	7/27/24	7:00 AM	3:00 PM	8												8
			Sub-Total	32	4	0	0	0	0	0	0	8	0	0	10	44
			TOTAL	72	4	0	0	0	0	0	0	8	0	0	19	84

Employee Signature: [Redacted]

Date: 7-28-24

Department Head Sign: [Redacted]

Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Employee: [REDACTED]

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	H/W P	H/W CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total	
SUNDAY	7/14/24															0	
MONDAY	7/15/24															0	
TUESDAY	7/16/24															0	
WEDNESDAY	7/17/24															0	
THURSDAY	7/18/24															0	
FRIDAY	7/19/24															0	
SATURDAY	7/20/24															0	
Sub-Total				0	0	0	0	0	0	0	0	0	0	0		0	
DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	H/W P	H/W CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total	
SUNDAY	7/21/24															0	
MONDAY	7/22/24	10:40 PM	1:45 AM	3.08	✓										3.08	3	
TUESDAY	7/23/24	10:35 PM	2:50 AM	4.42	4.25										4.25	4.25	
WEDNESDAY	7/24/24															0	
THURSDAY	7/25/24	11:35 AM	7:35 PM	8											3.58	8	
FRIDAY	7/26/24	11:55 AM	7:55 PM	8											3.92	8	
SATURDAY	7/27/24															0	
Sub-Total				23.25	0	0	0	0	0	0	0	0	0	0	14.83	23.25	
TOTAL				23.50	4.25	0	0	0	0	0	0	0	0	0	0	15.00	23.25

Employee Signature: [REDACTED]

Date: 7-26-24

Department Head Signature: [REDACTED]

Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

*The Shift Dif needs to be totaled Daily & the overall total should be shown in correct area.

\$ 2740.55

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 Pay Period: _____
 Employee: _____

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNWP	HNWC	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24	6:30A	6:30P	8	4										2.5	12
MONDAY	7/15/24	6:30A	6:30P	8	4										2.5	12
TUESDAY	7/16/24	6:30A	6:30P	8	4										2.5	12
WEDNESDAY	7/17/24	6:30A	6:30P	8	4										2.5	12
THURSDAY	7/18/24	OFF														0
FRIDAY	7/19/24	OFF														0
SATURDAY	7/20/24	6:30A	6:30P	8	4										2.5	12
Sub-Total				40	20	0	0				0	0	0	0	12.5	60
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNWP	HNWC	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24	6:30A	6:30P	8	4										2.5	12
MONDAY	7/22/24	6:30A	6:30P	8	4										2.5	12
TUESDAY	7/23/24	6:30A	6:30P	8	4										2.5	12
WEDNESDAY	7/24/24	6:30A	6:30P	8	4										2.5	12
THURSDAY	7/25/24	OFF														0
FRIDAY	7/26/24	OFF														0
SATURDAY	7/27/24	VD														0
Sub-Total				32	0	16	0	0	0	0	0	0	0	0	10	56
TOTAL				72	20	16	0	0	0	0	0	0	0	0	22.5	116

Employee Signature: _____ Date: 7/27/24
 Department Head Signature: _____ Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF.

Complete Payroll

For the period of 7/14/2024 to 7/27/2024

Name: [Redacted] Number: [Redacted] Export Code: [Redacted] Department: 032

Week	Date	Date	Time	In	Out	Job Code	Rate		Shift	Hours	Reg	Ov1	Ov2	Day Total
							Out	In						
2	Sat	7/27	12:02 PM			1385-COMMUNICATIONS - VACATION	0.00	8.00		8.00	8.00	0.00	0.00	8.00
														8.00
Week 2 Totals:														8.00
Period Totals:														8.00

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1385	COMMUNICATIONS - VACATION	0.00	8.00	0.00	0.00	8.00
Job Code 1385 Total:						8.00
Period Total:						8.00

Management: _____

Employee: [Redacted]

\$2257.60

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
Employee: [Redacted] 07/29/24 thru 07/27/24
Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp Used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24															0
MONDAY	7/15/24	8am	3:30pm	7.5								0.5				8
TUESDAY	7/16/24	8am	4pm	8												8
WEDNESDAY	7/17/24	8am	4pm	8												8
THURSDAY	7/18/24										8					8
FRIDAY	7/19/24										8					8
SATURDAY	7/20/24															0
Sub-Total				23.5	0	0	0	0			16	0.5	0	0		40
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp Used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24															0
MONDAY	7/22/24	8am	4pm	8												8
TUESDAY	7/23/24	8am	4pm	8												8
WEDNESDAY	7/24/24	8am	4pm	8												8
THURSDAY	7/25/24	8am	4pm	8												8
FRIDAY	7/26/24	8am	4pm	8												8
SATURDAY	7/27/24															0
Sub-Total				40	0	0	0	0	0	0	0	0	0	0		40
TOTAL				63.5	0	0	0	0	0	0	16	0.5	0	0		80

Employee Signature: [Redacted] Date: 7/29/24

Department Head Signature: [Redacted] Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

\$2308.44

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Employee: [Redacted]

Pay Period:

DAY	DATE	IN	OUT	Req Hrs	Overtime	OT Comp	H/W P	H/W CE	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Shift/Dif	Total	
SUNDAY	7/14/24	11P	7A	8											7	8	
MONDAY	7/15/24	11P	7A	8											7	8	
TUESDAY	7/16/24	11P	7A	8											7	8	
WEDNESDAY	7/17/24	11P	7A	8											7	8	
THURSDAY	7/18/24	11P	7A	8											7	8	
FRIDAY	7/19/24	OFF														0	
SATURDAY	7/20/24	OFF														0	
Sub-Total				40	0	0	0	0	0	0	0	0	0	0		40	
DAY	DATE	IN	OUT	Req Hrs	Overtime	OT Comp	H/W P	H/W CE	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Shift/Dif	Total	
SUNDAY	7/21/24	7P	7A	8	4										11	12	
MONDAY	7/22/24	11P	7A	8											7	8	
TUESDAY	7/23/24	11P	7A	8											7	8	
WEDNESDAY	7/24/24	11P	7A	8											7	8	
THURSDAY	7/25/24	11P	11A	8	4										7	12	
FRIDAY	7/26/24	OFF														0	
SATURDAY	7/27/24	OFF														0	
Sub-Total				40	8	0	0	0	0	0	0	0	0	0		48	
TOTAL				80	8	0	0	0	0	0	0	0	0	0		74	88

Employee Signature: [Redacted]

7/28/24

Department Head Signature: [Redacted]

Date:

7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

\$3087.93

SHELBY COUNTY SHERIFF'S DEPARTMENT

Employee: [Redacted]

Weekly Time Record
Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24	10:45 PM	7:00 AM	8	0.25										7.25	8.25
MONDAY	7/15/24	11:00 PM	7:30 AM	8	0.5										7	8.5
TUESDAY	7/16/24	OFF	OFF													0
WEDNESDAY	7/17/24	OFF	OFF													0
THURSDAY	7/18/24	2:50 PM	11:20 PM	8	0.5										7.53	8.5
FRIDAY	7/19/24	11:00 PM	7:15 AM	8	4.25	8.75									7	12.25
SATURDAY	7/20/24	10:45 PM	11:15 AM	8	4.05										7.25	8.5
		Sub-Total		40	6	0	0	0	0	0	0	0	0	0	35.83	46
DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24	7:00 PM	7:15 AM	8	4.25										11	12.25
MONDAY	7/22/24	7:00 PM	7:15 AM	8	4.25										11	12.25
TUESDAY	7/23/24	11:00 AM	3:15 PM		4.25											4.25
WEDNESDAY	7/24/24	7:30 AM	3:30 PM		8											8
THURSDAY	7/25/24	3:00 PM	11:15 PM	8	0.25										7.25	8.25
FRIDAY	7/26/24	7:00 PM	7:15 AM	8	4.25										11	12.25
SATURDAY	7/27/24	6:30 PM	7:00 AM	8	4.5										11.5	12.5
		Sub-Total		40	29.75	0	0	0	0	0	0	0	0	0	51.75	69.75
		TOTAL		80	35.75	0	0	0	0	0	0	0	0	0	87.58	115.75

Employee Signature: [Redacted]

Date: 07-28-24

Department Head Signature: [Redacted]

Date:

7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

* HNWCE -
Corrected to add
8 Comp HRS

* HMW Paid -
one-time pay
of -194.96

* Corrects issue for
7/19 Payroll.

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Employee: [Redacted]

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HWP	HWGE	HNW P	HNW C	Comp Used	Sick	Vacation	Personal	Shift/Dif	Total
SUNDAY	7/14/24	OFF	OFF													0
MONDAY	7/15/24	OFF	OFF													0
TUESDAY	7/16/24	3:00P	11:00P	8											7	8
WEDNESDAY	7/17/24	3:00P	11:00P	8											7	8
THURSDAY	7/18/24	3:00P	11:00P	8											7	8
FRIDAY	7/19/24	3:00P	11:00P	8											7	8
SATURDAY	7/20/24	3:00P	11:00P	8											7	8
			Sub-Total	40	0	0	0				0	0	0	0		40
DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HWP	HWGE	HNW P	HNW C	Comp Used	Sick	Vacation	Personal	Shift/Dif	Total
SUNDAY	7/21/24	OFF	OFF													0
MONDAY	7/22/24	OFF	OFF													0
TUESDAY	7/23/24	3:00P	11:00P	8											7	8
WEDNESDAY	7/24/24	3:00P	11:00P	8											7	8
THURSDAY	7/25/24	7:00A	7:00P	8		4									3	12
FRIDAY	7/26/24	11:00A	11:00P	8		4									7	12
SATURDAY	7/27/24	3:00P	11:00P	8											7	8
			Sub-Total	40	0	8	0	0	0	0	0	0	0	0		48
			TOTAL	80	0	8	0	0	0	0	0	0	0	0	66	88

Employee Signature: [Redacted]

Date: 7-28-24

Department Head Signature: [Redacted]

Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 Employee: [REDACTED]
 Pay Period: 7/14/24-7/27/24

DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HWP	HWC	HWP	HWC	Compused	Sick	Vacation	Personal	Shift/DJ	Total
SUNDAY	7/15/24	9:30 AM	4:00 PM	6.5								1.5				8
MONDAY	7/16/24															8
TUESDAY	7/17/24	8:00 AM	4:00 PM	8												8
WEDNESDAY	7/18/24	8:00 AM	4:00 PM	8												8
THURSDAY	7/19/24	8:00 AM	4:00 PM	8												8
FRIDAY	7/19/24															8
SATURDAY																8
Sub-Total				30.5								9.5				40
DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HWP	HWC	HWP	HWC	Compused	Sick	Vacation	Personal	Shift/DJ	Total
SUNDAY	7/22/24															40
MONDAY	7/23/24	8:00 AM	4:00 PM	8												8
TUESDAY	7/23/24	8:00 AM	4:00 PM	8												8
WEDNESDAY	7/24/24	8:00 AM	4:00 PM	8												8
THURSDAY	7/25/24	8:00 AM	4:00 PM	8												8
FRIDAY	7/26/24	8:00 AM	4:00 PM	8												8
SATURDAY																8
Sub-Total				40								9.5				40
TOTAL				70.5												80

Employee Signature: [REDACTED] Date: 7.29.24

Department Head Signature: [REDACTED] Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

* Charges Made to Correct time

2353.33
 ↓
 34 more than their total sheet

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 Employee: [Redacted]

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW P	HW CE	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	07/14/24	5:57pm	6:03am	12	10 ✓										12.05 ✓	12
MONDAY	07/15/24															0
TUESDAY	07/16/24															0
WEDNESDAY	07/17/24	2:57pm	3:09am	12	20 ✓										11.15 ✓	12
THURSDAY	07/18/24	12:00pm	12:09am	12	15 ✓										8.15 ✓	12
FRIDAY	07/19/24															0
SATURDAY	07/20/24															0
Sub-Total				36	45	0	0	0	0	0	0	0	0	0	31.35	36
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW P	HW CE	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	07/21/24															0
MONDAY	07/22/24	5:56am	6:12pm	12	27 ✓										2.2 → 2.27	12
TUESDAY	07/23/24	5:58am	6:02pm	12	07 ✓										2.03 ✓	12
WEDNESDAY	07/24/24															0
THURSDAY	07/25/24															0
FRIDAY	07/26/24	6:00am	6:07pm	12	12 ✓										2.12 ✓	12
SATURDAY	07/27/24	5:57am	6:09pm	8	20 ✓	4									2.15 → 2.20	12
Sub-Total				44	66	4	0	0	0	0	0	0	0	0	8.62	48
TOTAL				80	111	4	0	0	0	0	0	0	0	0	39.85	84

Employee Signature: [Redacted] Date: 7/28/24

39.97
 ↓
 85.11

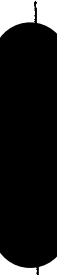

Department Head Signature: [Redacted] Date: 7/29/24

* We are adding 0.12 more SD

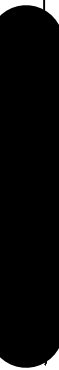
COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

\$2880.00

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record Employee:  Pay Period: 

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/GE	HNW/P	HNW/C	Comp. used	Sick	Vacation	Personal	Shift Dif.	Total
SUNDAY	7/14/24															0
MONDAY	7/15/24	8:00 AM	6:30 PM	10.5												10.5
TUESDAY	7/16/24	7:15 AM	5:30 PM	10.25												10.25
WEDNESDAY	7/17/24	7:00 AM	5:00 PM	10												10
THURSDAY	7/18/24	7:00 AM	4:30 PM	9.5												9.5
FRIDAY	7/19/24	10:30 AM	3:30 PM	5												5
SATURDAY	7/20/24															0
Sub-Total				45.25	0	0	0	0	0	0	0	0	0	0	0	45.25
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/GE	HNW/P	HNW/C	Comp. used	Sick	Vacation	Personal	Shift Dif.	Total
SUNDAY	7/21/24															0
MONDAY	7/22/24	7:00 AM	5:00 PM	10												10
TUESDAY	7/23/24	7:00 AM	4:00 PM	9												9
WEDNESDAY	7/24/24	7:00 AM	4:00 PM	9												9
THURSDAY	7/25/24	7:00 AM	3:30 PM	8.5												8.5
FRIDAY	7/26/24															0
SATURDAY	7/27/24															0
Sub-Total				36.5	0	0	0	0	0	0	0	0	0	0	0	36.5
TOTAL				81.75	0	0	0	0	0	0	0	0	0	0	0	81.75

Employee Signature:  Date: 7/29/24

Department Head Signature:  Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

*No Additional 4 OT Hours added - was added 7/5.

\$ 3434.33

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
Employee: _____
Pay Period: _____

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNM/P	HNM/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24															0
MONDAY	7/15/24													12		12
TUESDAY	7/16/24													12		12
WEDNESDAY	7/17/24															0
THURSDAY	7/18/24													12		12
FRIDAY	7/19/24				4								12			16
SATURDAY	7/20/24				4		0				0		12	36		52
Sub-Total				8	12	4									12	12
SUNDAY	7/21/24	6:00 PM														0
MONDAY	7/22/24															0
TUESDAY	7/23/24															0
WEDNESDAY	7/24/24	6:00 PM		12											12	12
THURSDAY	7/25/24	6:00 PM		12											12	12
FRIDAY	7/26/24	6:00 PM	3:00 AM		9										9	9
SATURDAY	7/27/24	6:00 PM													12	12
Sub-Total				32	36	17	13								57	109
TOTAL				32	36	17	13								57	109

-80
29
CE - 12
OT 17hr

Employee Signature: _____ Date: 7/29/24
Department Head Signature: _____ Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

still earned 4 hrs OT = \$193.87 from 5/19 - 6/1

* This was already added as a one time pay on the 7/5 payroll. No changes will be applied again.

* This was noted in an email to Brian on 7/29 @ 10:12 am. This Payroll got to us at 2:06pm.

* This was 2 hrs + 6 min last cut off.

* Nothing was entered for week 2
Unpaid week.

b982.83

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record		Employee: [Redacted]														
Pay Period:		IN	OUT	Reg Hrs	Over-time	OT Comp	HMP	HM/CE	HNWP	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/17/24															0
MONDAY	7/18/24	Lo: 8am	3:08 pm	8		.15										0
TUESDAY	7/19/24	Lo: Steam	1:30 pm	8		.15										0
WEDNESDAY	7/20/24	Lo: Steam	3:08 pm	8		.4										0
THURSDAY	7/21/24	Lo: Steam	3:20 pm	8												0
FRIDAY	7/22/24															0
SATURDAY	7/23/24															0
Sub-Total				50.57	0	.7	0				0	0	0	0	0	0
Weekly Time Record		Employee: [Redacted]														
Pay Period:		IN	OUT	Reg Hrs	Over-time	OT Comp	HMP	HM/CE	HNWP	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/24/24															0
MONDAY	7/25/24															0
TUESDAY	7/26/24															0
WEDNESDAY	7/27/24															0
THURSDAY	7/28/24															0
FRIDAY	7/29/24															0
SATURDAY	7/30/24															0
Sub-Total				30.57	0	.7	0	0	0	0	0	0	0	0	0	0
TOTAL				81.14	0	1.4	0	0	0	0	0	0	0	0	0	0

Employee Signature: [Redacted] Date: 7/29/24

Department Head Signature: [Redacted] Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

* No error or change required

\$ 3977.94

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Employee: [Redacted]

Pay Period: 7/14/24--7/27/24

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HNW/P	HW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24															12
MONDAY	7/15/24															0
TUESDAY	7/16/24															0
WEDNESDAY	7/17/24	5:58 PM	6:09 AM	12	.18 ✓										12.03 ✓	12
THURSDAY	7/18/24	5:54 PM	6:01 AM	12	.12 ✓										12.10 ✓	12
FRIDAY	7/19/24															0
SATURDAY	7/20/24	5:57 PM	6:00 AM	24	12.05										12.05 ✓	12
			Sub-Total	48	12.95	0	0	0	0	0	0	0	0	0	36.18	48
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HNW/P	HW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24	5:59 PM	3:33 AM													9.57 ✓
MONDAY	7/22/24	5:57 PM	6:03 AM	12	.10 ✓										12.05 ✓	12
TUESDAY	7/23/24	5:58 PM	6:00 AM	12	.03 ✓										12.03 ✓	12
WEDNESDAY	7/24/24															0
THURSDAY	7/25/24															0
FRIDAY	7/26/24															12
SATURDAY	7/27/24															12
			Sub-Total	24	13.7	0	0	0	0	0	0	0	0	0	33.65	16
			TOTAL	48	26.65	0	0	0	0	0	0	0	0	0	69.83	61.5
																110.05

Employee Signature: [Redacted]

Date: 7/29/24

Department Head Signature: [Redacted]

Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

owed 4.17 OT = \$201.12 shorted

Payroll 6/30 - 7/13

* The time sheet had 21.68 & we paid him for 21.68. There is no error. This was addressed in an email to Brian on 7/29.

110.05
- 80
OT 30.05

\$3208.46

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 Pay Period:

Employee: [REDACTED]

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	H/W/P	H/W/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift/Dif	Total
SUNDAY	7/14/24															0
MONDAY	7/15/24	5:56 AM	6:01 PM	12	0.08	✓									2.09	12.08
TUESDAY	7/16/24	5:55 AM	6:11 PM	12	0.27	✓									2.26	12.27
WEDNESDAY	7/17/24	5:55 AM	3:19 PM		9.4	✓									1.08	9.4
THURSDAY	7/18/24															0
FRIDAY	7/19/24	5:55 AM	6:02 PM	12	0.12	✓									2.11	12.12
SATURDAY	7/20/24	5:55 AM	6:01 PM	8	0.1	✓	4								2.10	12.1
			Sub-Total	44	9.97	4	4				0	0	0	0	8.105	57.97
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	H/W/P	H/W/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift/Dif	Total
SUNDAY	7/21/24	5:58 AM	6:00 PM	12	0.03	✓									2.03	12.03
MONDAY	7/22/24															0
TUESDAY	7/23/24															0
WEDNESDAY	7/24/24	5:56 AM	6:00 PM	12	0.07	✓									2.07	12.07
THURSDAY	7/25/24	5:54 AM	8:55 PM	12	3.02	✓									5.02	15.02
FRIDAY	7/26/24															0
SATURDAY	7/27/24															0
			Sub-Total	36	3.12	0	0	0	0	0	0	0	0	0	9.12	39.12
			TOTAL	80	13.09	4	4	0	0	0	0	0	0	0	17.76	97.09

Employee Signature: [REDACTED]

Date: 7/29/24

Department Head Signature: [REDACTED]

Date:

7/29/24

17.77

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

\$2894.12

SHELBY COUNTY SHERIFF'S DEPARTMENT

Employee: [Redacted]

Weekly Time Record
Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW P	HW CE	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24	6:00 AM	6:00 PM	12											2	12
MONDAY	7/15/24															0
TUESDAY	7/16/24															0
WEDNESDAY	7/17/24												12			12
THURSDAY	7/18/24												12			12
FRIDAY	7/19/24															0
SATURDAY	7/20/24															0
Sub-Total				12	0	0	0	0	0	0	0	0	24	0		36
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW P	HW CE	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24															0
MONDAY	7/22/24												12			12
TUESDAY	7/23/24												12			12
WEDNESDAY	7/24/24															0
THURSDAY	7/25/24															0
FRIDAY	7/26/24	6:00 AM	12:00 PM	6	4								6			12
SATURDAY	7/27/24												12			16
Sub-Total				6	4	0	0	0	0	0	0	0	42	0	0	52
TOTAL				18	4	0	0	0	0	0	0	0	66	0	2	88

-80
OT 8hr

Employee Signature: [Redacted] Date: 07-29-2024
Department Head Signature: [Redacted] Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

* The office sheet they turn in says 8 HRS but the employee sheet has 4 HRS.

\$7489.12

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Employee: [Redacted]

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW P	HW CE	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/14/24															0
MONDAY	7/15/24	5:53 PM	6:00 AM	8	4.12										12.12	12
TUESDAY	7/16/24	5:56 PM	1:00 AM	7	1.07									5	7.07	12
WEDNESDAY	7/17/24															0
THURSDAY	7/18/24	5:57 PM	3:02 AM	9	1.08		adjusted									0
FRIDAY	7/19/24	6:00 PM	6:00 AM	8	4		cant have OT on benefit time							3	9.08	12
SATURDAY	7/20/24			28	36						0	0		20		60
Sub-Total																
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW P	HW CE	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24	6:00 PM	6:00 AM													12
MONDAY	7/22/24															0
TUESDAY	7/23/24															0
WEDNESDAY	7/24/24	5:51 PM	4:30 AM	10.5	1.5							1.5			10.65	12
THURSDAY	7/25/24	5:52 PM	5:58 AM	12	1.0										12.10	12
FRIDAY	7/26/24															0
SATURDAY	7/27/24															0
Sub-Total				22.5	1.25	0	0	0	0	0	0	1.5	0	12	0	36
TOTAL				50.5	58.5	4.52	0	0	0	0	0	1.5	0	32	51.02	96

88.52
- 80
OT 8.52

Employee Signature: [Redacted]

Date: 07-27-2024

Department Head Signature: [Redacted]

Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

owed ANW 7/4 12 hrs = \$385.80
owed 4 hrs OT = 192.92
\$578.72 total Shorted

last day 07/25/24

Please pay 28 hrs VD, = \$900.20

103.68 hrs CT = 69.12 hrs x 48.23 = \$3,333.66

105.68 / 70.45 comp
\$3397.80

Total \$4,233.86

\$4,298.00

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Employee: _____

Pay Period: _____

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/GE	HNW/P	HNW/C	Compused	Sick	Vacation	Personal	Shift Dif	Total	
SUNDAY	7/14/24	5:54am	6:06pm	12	0.2										2.2	12.2	
MONDAY	7/15/24															0	
TUESDAY	7/16/24															0	
WEDNESDAY	7/17/24	5:54am	6:00pm	12	0.1										2.1	12.1	
THURSDAY	7/18/24	5:54am	6:04pm	12	0.17										2.17	12.16	
FRIDAY	7/19/24															0	
SATURDAY	7/20/24															0	
Sub-Total				36	0.47	0	0	0	0	0	0	0	0	0		36.46	
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/GE	HNW/P	HNW/C	Compused	Sick	Vacation	Personal	Shift Dif	Total	
SUNDAY	7/21/24															0	
MONDAY	7/22/24	5:54am	6:01pm	12	0.12										2.12	12.11	
TUESDAY	7/23/24	5:55am	6:01pm	12	0.1										2.10	12.1	
WEDNESDAY	7/24/24															0	
THURSDAY	7/25/24	5:48pm	8:37pm		3										2.82	3	
FRIDAY	7/26/24	5:55am	6:04pm	12	0.15										2.15	12.15	
SATURDAY	7/27/24	5:55am	6:02pm	8	4.12										2.12	12.11	
Sub-Total				44	7.47	0	0	0	0	0	0	0	0	0		51.47	
TOTAL				80	7.96	0	0	0	0	0	0	0	0	0		17.78	87.93

*07/25/24 - Civic Steppers Meeting-3 hrs Call Back OT

Employee Signature: _____

Date: _____

7/28/24

Department Head Signature: _____

Date: _____

7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

CLATSOP COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Employee: [REDACTED]

Pay Period: 07/14/24 - 07/20/24

DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HW/P	HW/GE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift/Dif	Total
SUNDAY	7/14/24	1757	0601	12	.07										12.05	12
MONDAY	7/15/24	1757	0502		12.08										11.08	11
TUESDAY	7/16/24	1757	0602												12.03	12
WEDNESDAY	7/17/24	1758	0603	12	.08										12.03	12
THURSDAY	7/18/24	1758	0605	12	13.20										12.03	12
FRIDAY	7/19/24	1757	0709		11.12										12.03	13.25
SATURDAY	7/20/24	1759	0506		47.75										11.12	11
			Sub-Total	36												83.25
DAY	DATE	IN	OUT	Reg Hrs	Overtime	OT Comp	HW/P	HW/GE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift/Dif	Total
SUNDAY																
MONDAY	7/22/24	1758	0603	12	.08										12.03	13
TUESDAY	7/23/24	1757	0602	12	.08										12.05	13
WEDNESDAY																
THURSDAY																
FRIDAY	7/26/24	1757	0602	12	.08										12.05	13
SATURDAY	7/27/24	1757	0601	8	4.67										12.05	13
			Sub-Total	44	4.91											48
			TOTAL	80	152.06										130.59	131.25
																132.06

Employee Signature: [REDACTED]

Date: 07/28/24


Department Head Signature: [REDACTED]

Date: 07/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF


SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record


Employee: 

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/15/24															0
MONDAY	7/15/24	5:56 AM	6:16 PM	12	0.33										2.34	12.33
TUESDAY	7/16/24	5:52 AM	6:02 PM	12	0.17										2.16	12.16
WEDNESDAY	7/17/24															0
THURSDAY	7/18/24															0
FRIDAY	7/19/24	5:55 AM	6:02 PM	12	0.12										2.11	12.12
SATURDAY	7/20/24	5:54 AM	6:01 PM	8	4.12										2.12	12.12
		Sub-Total		44	4.74	0	0				0	0	0	0		48.73
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/CE	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY	7/21/24	5:59 AM	6:00 PM	12	0.02										2.02	12.02
MONDAY	7/22/24															0
TUESDAY	7/23/24															0
WEDNESDAY	7/24/24	5:56 AM	6:00 PM	12	0.07										2.07	12.06
THURSDAY	7/25/24	5:52 AM	6:00 PM	12	0.13										2.13	12.13
FRIDAY	7/26/24															0
SATURDAY	7/27/24															0
		Sub-Total		36	0.22	0	0	0	0	0	0	0	0	0		36.21
TOTAL				80	4.96	0	0	0	0	0	0	0	0	0	14.95	84.96

Employee Signature: 

Date: 7-29-24

Department Head Signature: 

Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

SHELBY COUNTY SHERIFFS DEPARTMENT

Weekly Time Record

Employee: [REDACTED]

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/GE	HNW/P	HNW/G	Compused	Sick	Vacation	Personal	Shift/Dif	Total
SUNDAY	7/14/24												12			12
MONDAY	7/15/24															0
TUESDAY	7/16/24															0
WEDNESDAY	7/17/24												12			12
THURSDAY	7/18/24												12			12
FRIDAY	7/19/24															0
SATURDAY	7/20/24															0
Sub-Total				0	0	0	0	0			0	0	36	0		36
DAY	DATE	IN	OUT	Reg Hrs	Over-time	OT Comp	HW/P	HW/GE	HNW/P	HNW/G	Compused	Sick	Vacation	Personal	Shift/Dif	Total
SUNDAY	7/21/24															0
MONDAY	7/22/24	6:00 AM	6:00 PM	12											2	12
TUESDAY	7/23/24	6:00 AM	6:00pm	12											2	12
WEDNESDAY	7/24/24															0
THURSDAY	7/25/24															0
FRIDAY	7/26/24	6:00 AM	6:00pm	8		4									2	12
SATURDAY	7/27/24										12					12
Sub-Total				32	0	4	4	0	0	0	12	0	0	0	0	48
TOTAL				32	0	4	4	0	0	0	12	0	36	0	6	84

Employee Signature: [REDACTED]

Date: 7/26/24

Department Head Signature: [REDACTED]

Date: 7/29/24

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF