Erica Firnhaber

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Email: shcotre@shelbycounty-il.com
Office Hours: 8-4 Monday-Friday

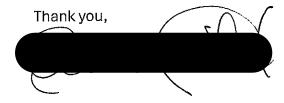
County Board Members,

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.



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 itimely 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.
- 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.
- 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)

U.S. Department of Labor

Wage and Hour Division



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

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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		sort one and and bill fast belt \$40	
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

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Employee:

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Name: L

HWW C Compused Ster Vacation Personal Shift Dif Compussed Sick Veregion Personal Shift-Bit 00 SHELBY COUNTY SHERIFF'S DEPARTMENT O WINH HNW/P S WINE 10 WH 6.000 HIVE P Oversime 01 Comp OFF Coffings 0.45 0.35 0.38 0.43 1.42 0.37 1.61 Over-time 7.17 ∞ 8 8 œ 8 39.17 हिट्छ निष्ड 7/16/24 6:30-8:40 10:00-3:00 3:00 PM 3:00 PM 4:10 PM 3:00 PM Employee: 3:00 PM 3:00 PM OILT Sub-Total OUT 7/25/24 6:45 AM 7/25/24 6:38 AM 7/26/24 OFF 7/21/24 COMP DAY 7/22/24 COMP DAY 7/23/24 COMP DAY 6:37 AM 6:34 AM 6:39 AM 6:33 AM 7/119/24 OFF 7/20/24 OFF 7/14/24 7/18/24 7/17/24 Pay Period:

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Weekly Time Record

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Date:

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

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

Date:

Department Head Signature:

Employee Signature:

Complete Payroll For the period of 7/14/2024 to 7/27/2024 Number: 660 Export Code: 560 Department: 032

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

Weekly Time Record

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MONIDAY 7/15/24 OFF															0
TRUESDAY 7/16/24 630P	630A	∞	4										11.0		17
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FRIDAY 7/19/24 630P	630A	8	4										11:		12
SATURDAY 7/20/24 630P	630A	8	4										11.5		12
	Sub-Total	40	20	0		0				0	0	0	0		9
DAY DATE IN	TUO	Reg Hrs	Reg Hrs Over-time O	OT Comp	HWP	HW CE	HNW P	HNWC	Comp used	sed Sick	Vaca	ition Personal	al Snift Dif	f Total	
SUINDAY 7/21/24 630P	630A	8	4										11.5		12
MONBAN 7/22/24 OFF															0
TRUESBAY 7/23/24 OFF															0
WEDNESDAY 7/24/24 630P	630A	8	4										111.		12
THURSDAY 7/25/24 630P	630A	80	4										111.		12
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Employee Signature:	. 1	_		. Date:	1	7				1					
Department Head Signature					ap	he: 7-27-34	he			1/29/24	36				

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

* This was addressed in an emoit to Brian on 7/29 @ 10:12 an 4-this payroll was turned in @ 11:40 am. away HNWCE 8 hus for 5/27 -No change is measure. * ned daily Shift Dit totals writer out by the day w/ a total:

WEL BY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

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ray reliou.		17272027 000 172172024	7/17/10	177										
DAY DATE IN	TUO N	Reg Hrs Over-time OT (Over-time	OT Comp	HWP	HW CE	HWP.	HNW C Com	pesn duc	Sick	Vacation	Personal	Shift Dif	Total
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	630A	8		4									66111	12
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TREINFRSD/AV - 7/18/24 630A	630P	∞		4	_									12
FRIBAN 77.09.4 630A	630P	∞		4										12
SAMBAN 7/20/24 CT	_								∞					000
	Sub-Total	32	0	16	0				00	0	0	Ö		56
DAY DATE IN	OUT	Reg Hrs Over-time OT	Over-time	OT Comp	HWP	HW CE	HNWP	HNW C. C.	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUNIDAY 7/21/24 OFF														0
(MONDAY 7/22/24 630P	630A	80		4										12
TRUESBAY - 7/23/24 630P	630A	8		4										12
WIEDINESDAN 7/24/24 OFF														0
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FRIDAN 7/26/24 630A	630P	8		7	4									12
SATEURDAY 7/27/24 630A	630P	80		4										12
	Sub-Total	40	0	20	0 0	0	0	0	0	0	0	0	0	9
	TOTAL	72	0	36	5 0	0	0	0	8	0	0	0	0	116
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Employee Signature:				Date	Date: 1-47-3	36			}	,	٠	;	\rightarrow	
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Department Head Signature:					Date:			ļ	1/24/36	1/3%		1	50.00	7/
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COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

*Shift Dif Totals

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Weekly Time Record	Employees													
Pay Period: 7/14/24-7/27/24	42/72/1-													
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Employee Signature:				Date:		2/2	29/24							
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Department Head Signature:					. Date:				1/2	139/24	. 1	-		
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COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

Weekly Time Record	Employee:	63												
Pay Period:														
DAY DATE	IN OUR	OUT Reg Hrs Over-time	certime (Of Gentle	E WE	30,7/15	a wivie	HIMIN C	Corrig USER	Siok	Veteritori	Personal	Shift Bir	Total
SUINDAY 7/14/24 7:	7:00 AM 3:00 PM	8												8
MONDAY 7/15/24 3:	3:00 PM 11:00 PM	8											1	00
TRUESBAY 7/16/24 9:	9:00 AM 5:00 PM	∞											_	8
W/EBINESBAW 7/17/24 9:	9:00 AM 5:00 PM	8 W											_	8
TILE(019(S)B)AV 7/18/24 OFF	14O													0
FRIDAY 7/19/24 OFF	OFF													0
SATIURDAN 7/20/24 7:	7:00 AM 3:00 PM	M 8												8
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BAN DATE	TUO NI	Regilars Overtime	er time	OT COME	HW/P	HW OE	HNW F	HINWIC	Compansed	Slok	Vaeailen	Personal	Shift Diff	Total
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WEDINESDAY 7/24/21 7:	7:00 AM 3:00 PM	8 W												8
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FIRIDAY 7/26/21 OFF	OFF													0
SAVIURBAN 7/21/21 7:	7:00 AM 3:00 PM	M 8												8
	Sub-Total	32	4	0	0	0	0	0	0	8	0	0		0 44
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Employee Signature:				Date:	Date: 1-78-61	17-								
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Department Head Sign					Date:			·	1/0	7/29/24				

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

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

*The Shiff Dif needs to be totaled Doily a the overal total Showld be shown in correct area.

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SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record	Employee:													
Pay Period:														
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TEUESBAY 7/16/24 6:30A	6:30P	8	4										25	12
W/EBINESBAY 7/17/24 6:30A	6:30P	8	4										5,2	12
THURSDAY 7/18/24 OFF														0
FRIDAY 7/19/24 OFF														0
SAMBISIDAN 7/20/24 6:30A	6:30P	8	4										5,5	12
		40	20	0	0					0	0	0	5:21 0	9
IN IDAN IDANE		OUT Reg Hrs Over-time OT	ver-time	ОТ Сопр	HWP	HW CE	HNWP	HNWC	HIVW C Comp used	d Sick	Vacation	Personal	Shift Dif	Total
SUNDAY 7/21/24 6:30A		80		4									5'2	12
MONDAY 7/22/24 6:30A	6:30P	8		4									5.2	12
TEUESDAY 7/23/24 6:30A	6:30P	8		4									5:2	12
WEDNESDAY 7/24/24 6:30A	6:30P	80		4									2,5	12
THURSDAY 7/25/24 OFF														0
FRIDAY 7/26/24 OFF														0
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Complete Payroll For the period of 7/14/2024 to 7/27/2024 Mumber Export Code: Department: 032

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00,8	00.0	00.0	00,8	00.8		00.0	1385-COMMUNICATIONS - VACATION			12:02 PM	7/27	Je\$	 7
lstoT ysQ	71/0	OAFT	Кed	Hours	JJ!YS	Rate	Job Code	Time	Date Out	Time Tin	eteO In	О	Week

Name:

10В СОДЕ ВКЕРКДОМИ

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Employee Signature:				Date:	1/01/01	27								
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Department Head Signature:					Date:			I	<i>*</i>	1 00/1				

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

Weekly Time Record	Employee													
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FRIDAY 7/19/24 OFF														0
SAMURDAY 7/20/24 OFF														0
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SUNDAY 7/21/24 7P	7A	8	4										11	12
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COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

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TUESDAY 7/1	7/16/24 OFF		OFF											1	+	
WEDNESDAY 7/1	7/17/24 OFF		OFF													
THURSDAY 7/1	7/18/24	2:50 PM	2:50 PM 11:20 PM	8	0.5									1	122	×
FRIDAY 7/10	7/19/24	11:00 PM	7:15 AM	8	\$.25	MN								1	2	12.25
SATURDAY 7/2	7/20/24	10:45 PM	10:45 PM 11:15 AM	8	H 8.5	1								1	7.36.7	2 2
		J,	Sub-Total	40	9	0	0				0	0	0	0	0.2	46
DAY DATE		2	TUO	Reg Hrs Over-time OT	Over-time	OT Comp	HW P	HW CE	F WWF	HNWC	Comp used	Sick	Vacation	1 5	1	10101
SUNDAY 7/2	7/21/24	7:00 PM	7:15 AM	8	4.25								W		-	12.25
MONDAY 7/2	7/22/24	7:00 PM	7:15 AM	8	4.25	\										12.25
TUESDAY 7/23/24	Page 1	11:00 AM	3:15 PM		4.25										-	4.75
WEDNESDAY 7/24/24	4/24	7:30 AM	3:30 PM	- minus	00											000
THURSDAY 7/25/24	5/24	3:00 PM	11:15 PM	8	0.25									1	> <	8.25
FRIDAY 7/2	7/26/24	7:00 PM	7:15 AM	8	4.25	\										12.25
SATURDAY 7/27/24	7/24	6:30 PM	7:00 AM	8	4.5	\								18.5	1	12.5
		~7	Sub-Total	40	29.75	0	0	0	0	0	0	0	0	0 0	150	69.75
			TOTAL	80	35.75	0	0	0	0	0	0	0	0	0 87.58	0	115.75
Employee Stanstiffe.						.040		17.30 34								
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											1	/				
Department Head Signature:	ature:						Date:				1/49/19	1/91	K	* HNWCE	所	
)		

Errected to add

8 Scomp HRS

4 HWW Paid
ONE-time Pay

of -19496 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

*Corrects issue for 7/19, Paymen,

Weekly Time Record	Employee:				4									
Pay Period:														
DAY D'ATE IN	TUIO	Regiding (Swertime	O.	T Corrigo	=1,7/1=	물이 ///)=!	EINW F	HWW.C	Configuracies	300g	Veteritor	Personal	Shillsbill	Total
SUNDAY 7/14/24 OFF	OFF													0
MONBAN 7/15/24 OFF	OFF													0
18UESIDAY 7/16/24 3:00P	11:00P	8											7	8
WIEDNESSON 7/17/24 3:00P	11:00P	8											-	8
THURSDAY 7/18/24 3:00P	11:00P	8											1	8
기를 하시다. 7 <u>/19/2</u> 4 3:00P	11:00P	8											7	8
SATIUF DAY 7/20/24 3:00P	11:00P	8									-		7	8
	Sub-Total	40	0	0	0				0	0	0	0		40
DAY DATE IN	TUIO	Regulate Overaling 0	aime of	- Cemp	el Avie	HW CE	HAMAH	HIMME	ejasii eliijes	Siek	Vecesition	Personel	SpiritDif	गुराहा
SUNDAY 7/24/24 OFF	OFF													0
MONDAY 7/22/24 OFF	OFF													0
T/23/24 3:00P	11:00P	8											7	8
W/EBNNESBAW 7/24/24 3:00P	11:00P	82											7	83
THIUFSION 7/25/24 7:00A	7:00P	8		4									3	12
FRIDAY 7/26/24 11:00A	11:00P	8		4									4	12
\$/ATEUF18/AV 7/27/24 3:00P	11:00P	8											7	8
	Sub-Total	40	0	8	0	0	0	0	0	0	0	0	0	48
	TOTAL	80	0	8	0	0	0	0	0	0	0	0	0 99	88
Employee Signature:				Date:	7-28-24	Ž						÷		
				į						`				
Department Head Signature:					Date:			,	7/9	7/29/24				

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

Employee	1 1 2 1 2 2 1	Pay Period: 7/14/24-7/27/24	
Weekly Time Record		Pay Period:	The second secon

Pay Period: //14/24-//2/	6 7//7//-		\												
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MA 00:8 7//19/24 8:00 AM	MM 4:00 PM	8												0,1	00
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Employee Signature:				Date:	7	7.29.24	75			,					1
									1	20/00					
Department Head Signature:					Date:				9/	1/04/04	r				

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

* Changes Made to Correct time.

2353,33 J 3¢ more than thuir total Shet

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record	Employee:														
Pay Period:				,											7
DAY DATE IN	TUO	eg Hrs O	Reg Hrs Over-time OT Comp	Comp	HW P	HW CE	HNW P	HNW C C	Comp used	Sick	Vacation Personal		Shift Dif	Total	
SUNDAY 07/14/24 S:57pm	6:03am	12	10 1										12.054	12	
MONDAY 07/15/24														0	1003370000
TUESDAY 07/16/24													•	0	TC.
WEDNESDAY 07/17/24 2:57pm	3:09am	12	130										11:15 >	12	E
THURSDAY 07/18/24 12:00pm	12:09am	12	1.5										8.15	12	
FIRIDAY 07/19/24														0	
SATURDAY 07/20/24														0	2 5
	Sub-Total	36	.450	0	0				0	0	0	0	31,35	36	
DAY DATE IN	TUO	Reg Hrs O	Over-time OT Comp	Comp	a WH	HW CE	HNW P	HNW C C	Comp used	Sick	Vacation Pe	Persorial	Shrift Dif	Total	
SUNDAY 07/21/24														0	
MONDAY 07/22/24 5:56am	6:12pm	12	1277										2:24-2:2	12 12	Da. 7 a 1000 O mary
TUESIDAY 07/23/24 5:58am	6:02pm	12	107										2.03	12	
WEDNESDAY 07/24/24														0	
THURSDAY 07/25/24											any postant			0	
FRIDAY 07/26/24 6:00am	6:07pm	12	124										2.12	12	
SATURDAY 07/27/24 5:57am	6:09pm	8	100%	4									2.15-42.20	,20 12	01170413
	Sub-Total	44	0 99%	4	0	0	0	0	0	0	0	0	8.620	48	
	TOTAL	80	0 177	4	0	0	0	0	0	0	0	, 0	32.85 0	-84	
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chipioyee olghature.				282	2	(4-1						M) _	39:95	i.	
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Department Head Signature:					Date:			1	1/00/194	50			* we are adding	se as	ding
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COMP TIME AE	LEC SONET	N CYNCL	ORNED AIN	D LANG INC	J DEEN	A CANADA	ED IO NE	ברבי ב		AND ALL	닑			1017	つつの

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

*No Additional 4 OT HOURS addred - was addred 7/5,

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record	Employee														
Pay Period:															
DAY IDATE	IN OUT	Rea Hrs	OUT Rep Hrs Over-time OT Comp	e OT Cor	TID HIM P		HW CE HI	HNWP HN	HNW C Comp used	pasn du	Sick	Vacation	Sick Vacation Personal	Shift Dif	Total
															0
MONDAY 7/15/24													12		12
TENESION/ 7/16/24													12		12
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THEIURSDAY 7/18/24															0
FRIBAN 7/19/24													12		12
SATURANY 7/20/24				4								12			16
	Sub-Total		0	4	0	0				0	0	12	36		52
DAY DATE	IN OUT	200,003	Red Hrs Over-time OT	e OT Co	Comp HW P	IP HWCE	72	HNWP HI	HNW C Cor	Comp used	Sick	Vacation	Vacation Personal	Shift Dif	Total
7/01/07	V	-	7 . 7											12	12
															0
T01ES10AV 7/23/24															0
WEDNESDAY 7/24/24	6:00 PM 6:00 AM		12											d	12
	6:00 PM 6:00 AM		12											12	12
FRIDAY 7/26/24	6:00 PM 3:00AM	_		6										σ	6
7/27/24	6:00 PM 6:00 AM				12									12	12
	Sub-Total	3	36	6	12	0	0	0	0	0	0	0	0	0	
	TOTAL	\$ 25	36 (7) 3	13	12	0	0	0	0	0	0	12	36	57 0	109
Employee Signature:				ă	Date:	7-25-24	24.								-80
										,	,				יון 1
Department Head Signature:					1	Date:				1/29/29	129			Š	77- 40
		۵													17
COMP TIN	COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF	ALY HOUR	RS WORK	ED AND	HAS NO	L BEEN F(ORMULA1	ED TO RE	FLECT P	4Y AT TII	ME AND	HALF			170

* This was ZHES + LOMINION still owned 4 his 0T - #193.87 from 5/19-6/1 * This was already adoled as a one time pay on the 76 payrell.

no change will be applied again.

*This was noted in an email to Brian on / 7/29 @ 10:12 am. This Payroll got to us at 2:04pm,

* Nothing was entered for week 2 Unpoint week.

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Pay Period:	-													
DAVY ID/ATIE	NI OUR	OUT Regilis Overime OT	Over-time	Сощо	HWE	H ED M	H GWINE	HNV/c (comp used		Sick	Vacation Personal	eisonal	Similalit	Total
SUNDAY THE PE														0
UKONIDAY IN'IS'AZI	775 24 USB W 3:08 PM		******	.IS										0
(*) he////////wassinii	Steam 1:30 am	C.S7												0
WEBLIESBAN WITTER LOISEAM SICKOM	Steam 3:050m			۱,اج ا										0
STERRISSON THIS SAL	4:5(400 3:30pm	У.		۲,										0
		•												0
SAMURDAY				/						-				0
7	Sub-Total	30.57	0	0 ^ 7.	0				0	0	0	0		0
DAY DAVE	TIO NI	OUT Reg Hrs Over-time OT	Over-time	от Сопр	HWP.	HW CE H	HINW P	HINW @ Com	pesn d	Sick Ve	acation P	Personal	Shift Dif	Total
NOTIFIED AND A LEGISLES														0
MONIDAY TO STAIL									-					0
POLICE SEVER TO SELECT														0
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THE RESIDENCE TO A PARTY OF THE														0
TOMEN TOTAL														0
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	Sub-Total	0	0	0	0	0	0	0	o	0	0	0	0	0
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	, , , ,		BEEN	_	ſ	••								
Employee Signature:				Date:	1129124	131								
		, \			-									
6 Department Head Signature:					Date:			•	7/29/24	724				
									•					

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

SHERIFF'S DEPARTMENT

Weekly Time Record

Pay	Pay Period: 7/14/24-7/27/24	4/24-7/2	7/24)										
DAY DA	DATE	N	TUO	Reg Hrs	Over-time OT Co	OT Con	d WH om	D HIM G		d Wind	TNW C	Comp (Sed	Sick	Waterile	Vacation Barsonal	200	Shift Diff	
JZ AVGINIDS	7/14/24		0												ा वाहावाह			13
MONIDAY 7/	7/15/24														^	31		7
TUESDAY 7/	7/16/24															_		5 C
WEDNESDAY 7/	7/17/24 5	5:58 PM	6:09 AM	12	100												17 42	1,5
THURSDAY 7/	7/18/24 5	5:54 PM	6:01 AM	12		_			-							136	25.	17
FRIDAY 7/	7/19/24															8	*	21
SATURDAY 7/	7/20/24 5	5:57 PM	6:00 AM		12	12,05										5	134	12
		S	Sub-Total	24	12	12,95	0	0				0	0		0	12 8/2	> 03.	4 4 4 5
DAY DATE	100	Z	TUO	Seg Hrs.	Reg Hrs Over-time OT Col	OT Con	MH em	n.	HW/OE H	HNW P	HNIW C. C.	Comp Used	SO O	Vacation	Person		0	2 2 2 2
SUNDAY 7/	7/21/24 5	5:59 PM	3:33 AM		9.5	Breto												9 5
MONDAY 7/	7/22/24 5	5:57 PM	6:03 AM	12	011											75	200	17
TUESDAY 7/	7/23/24 5	5:58 PM	6:00 AM	12	.03	_										13	200	17
WEDNESDAY 7/	7/24/24															8	800	
THURSDAY 7/	7/25/24																	
FRIDAY 7/	7/26/24		o										12					15
SATURDAY 7/	7/27/24		8		4						Name of the last		12					16
		S	Sub-Total	24	13.9		0	0	0	0	0	0	24		0	0 33,	3,650	61.5
	200	<u> </u>	TOTAL	48	25:5	/	0,	0	0	0	0	0	24		0	12 19	08080	199.5
						N	Rim	135/1	116									111.00
Employee Signature:						Da	ate:	8	3									
			90.1	4	400	۱.			****			•	*				, \	20
Department Head Signati	hat							Date.				1/29/	カブル				30.05	30.05
							1	Cate.				10		,			5	

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

4.17 of - #201.12 shorted # The time sheet had 21.68; we faild him for 21.68; him for 21.68; There is no error, There is no error, in an email to Brian on 729. Payner 6/30 - 7/13 Donna

Employee:

Weekly Time Record

Pay Period:																
DAY DATE	N	OUT Reg Hrs Over-time OT	Reg Hrs	Over-time	OT Comp	d WH	EO WIH		HNWP H	HNW G Comp used	pesn du	Sick	Vacation	Personal	Shift Dif	Total
SUNDAY 7/14/24																0
MONDAY 7/15/24	5:56 AM	6:01 PM	12	80.0	\										2.69%	08 12.08
TIUESDAY 7/16/74	5:55 AM	6:11 PM	12	0.27	_										2.26	7.21 12.27
Wednesday 7/11/24	5:55 AM	3:19 PM		9.4											80,	9.4
THURSDAW 7/18/24																0
FRIDAY 7/19/24	5:55 AM	6:02 PM	12	0.12	_										7:112	7 12.12
SATTURDAY 7/20/24	5:55 AM	6:01 PM	∞	0.1	4										2.10	12.1
		Sub-Total	44	9.97	4		0				0	0	0	0	20108	57.97
DAY DATE	N	IN OUT Reg Hrs Over-time OT	Reg Hrs	Over-time	ОТ Сопр	HWP	HW CE	E HNWP		HNW C Cor	Comp used	Sick	Vacation	Personal	Shift Dif	Total
SUINDAY 7/21/24	5:58 AM	6:00 PM	12	0.03											2.03	12.03
MONDAY 7/22/24																0
TUESIDAY 7/23/24																0
Weenessow 7/24/24	5:56 AM	6:00 PM	12	0.07	_										2.07	12.07
TRUESDAY 7/25/24	5:54 AM	8:55 PM	12	3.02	_										5,02	15.02
FRIDAY 7/26/24																0
SAN URB/AV 7/27/24																0
		Sub-Total	36	3.12	0	_	0	0	0	0	0	0	0	0	9.120	39.12
		TOTAL	80	13.09	4		0	0	0	0	0	0	0	0	17.760	97.09
Employee Signature:					Date:		1/29	124							\rightarrow	
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Department Head Signature:						Date:	ji ji				7/2%	1/36/24				
OF COLUMN											2					

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

Employee:

Weekly Time Record

Pay Period:						1											
DAY DATE	N	DUT	Reg Hrs	Reg Hrs Over-time O	ОТ Сотр	9 HWP	HW CE	E HNW P	P HNW C	C Compused		Sick	Vacation	Personal	Shift Dif	Total	lei.
SUNDAY 7/14/24	6:00 AM	6:00 PM	12												d		12
MONDAY 7/115/24																	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	24	0			36
DAY DATE	IN	DUT	Reg Hrs	Reg Hrs Over-time C	OT Comp	9 HWP	HW CE	E HNW P	P HNW C	C Comp used	4	Sick	Vacation	Personal	Shift Dif	Total	<u></u>
SUINDAY 7/21/24																	0
MONDAY 7/22/24													12				12
7													12				12
WEDNESDAY 7/24/24																	0
THURSDAY 7/25/24																	0
FRIDAY 7/26/24	6:00 AM	12:00 PM	9										9				12
SATURDAY 7/27/24				4									12				16
		Sub-Total	9	4		0	0	0	0	0	0	0	42	0		0	52
	Co	TOTAL	18	4		0	0	0	0	ļo	0	0	99	0	N	0	88
Employee Signature:					Date:		7-29	1-29-72624	£70Queen							1 1	00
			9	10	1											1	9
Donartmont Hoad Cignature.						č	j			1,	1/29/20	75				ō	0
Department head Signature:						Date:	te:			0	10%	-					

COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF * The office sheet thry turn in sour 8 HRS but the employer Sheet has 4HRS,

Weekly Time Record DAY DATE IN SUNDAY 7/14/24 5:58 PM TUESDAY 7/15/24 5:56 PM TUESDAY 7/15/24 5:56 PM WEDNESDAY 7/15/24 5:57 PM THURSDAY 7/19/24 5:57 PM SATURDAY 7/20/24 5:57 PM SATURDAY 7/21/24 6:00 PM MONDAY 7/21/24 5:51 PM THURSDAY 7/23/24 5:51 PM THURSDAY 7/23/24 5:52 PM FRIBAY 7/25/24 5:52 PM	6:00 AM 4:30 AM 4:30 AM 4:30 AM 4:30 AM 5:58 A	Reg. Hrs. Over-tim Reg. Hrs. Over-tim Reg. Hrs. Over-tim 10.15 12.5	Regi Hrs Over-time OT Con Regi Hrs Over-time OT Con 22 4, 12	Reg Hrs Over-time OT Comp 22 4, 12. 74 - 01. 78 - 36 4 - 37 4 0 1015 12 5 0 22.5 1, 25 0 22.5 1, 25 0 22.5 1, 25 0 22.5 1, 25 0 22.5 1, 25 0 22.5 1, 25 0 22.5 1, 25 0 22.5 1, 25 0 22.5 1, 25 0 22.5 1, 25 0 22.5 1, 25 0	OUNTY SHERIFF'S OUNTY SHERIFF'S OUNTY SHERIFF'S OUNTY SHERIFF'S OUNTY SHERIFF'S OUNTY SHERIFF'S HW P HW GE HN TO O O O O OO O O O OO O OO O OO O OO O OO O OO O	HW GE HW GE	HNW P	WP HNW C Comp	Comp used	Sick 0 Sick 11.5 11.5	Vacation Pe	Personal 3 3 12 20 20 12 12 12 12 12 12 12 12 12 12 12 12 12	12,12, 7,01 9,08 9,08 10,020 2,08 5,020	Total 1 12 1 12 1 12 1 12 1 12 1 12 1 12 1	, ra
Department Head Signature:					Date:			-	1/24/2	40				000	10
COMP TIME REFLECTS ONLY HOURS WORKED AND HA	FLECTS ONLY H	IOURS V	VORKED,	AND HAS I	AS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF	FORMULA	TED TO R	EFLECT P/	Y AT TIME	AND A HA	닠		õ	01 00.02	ď

awas HNW 7/4 12 hrs -#385.80 awas 4 hrs oT = 192.92 \$578.72 total shorted

00.862,4 38.852,42 lstoT

103.68 hrs CT = 69.12 hrs x 48.23 = \$3,333.66 105, US | 80.501

Please pay 28 hrs VD, = \$900.20

last day 07/25/24

		THE PERSON NAMED IN COLUMN PARCE OF THE PERSON NAMED IN COLUMN PAR	a i		4 4 4 5 4 5 4 5 6 6 6 6 6 6 6 6 6 6 6 6			23					
Weekly Time Record	Employee:												
Pay Period:				1									
DAY DATE IN		OUNT Results Overimes OF Comin	COLLEGIOUS	G WIR	=0 /M=	e wwe	HMM/re	Sink Sink					
SUNDAY 7/14/24 5:54am	6:06pm	12 0	0.2			900				SELECTION OF THE SELECT	CE SONE!	SmiriBlir 3	Moleil
(MGN9/W 7/15/24												7.7	7.71
1FUESIB/W 7/16/24													
	6:00pm	12 0	0.1				-		-				12.
TEUR SDAY 7/18/24 5:54am	6:04pm	12 0.10							-			200	12.7
FRIDAN 7/19/24					1				-			J / - J	17.10
SAVEUR (5).24 7/20/24													0
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Employee Signature:			Date:			7/28/24							
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Department Head Signature:				Date:			20/60/2	J.					
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SHELBY COUNTY SHERIFF'S DEPARTMENT

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

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Weekly Time Record	, Employee:												
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Department Head Signature:					Date:			2	5/6/	-			

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

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

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