

TIMEKEEPING DOCUMENTATION AND ISSUES

Deputy 1 page 1- printout from last pay period when department was utilizing electronic timekeeping. Holiday worked, shift differential, OT all in the system and will pull into payroll, calculate hours for all pay types and log those hours into each pay type. There is almost no manual entry for the treasurer's department. The sheriff's office is responsible for time entry for their employees. If time is missing it is on that department head.

Deputy 1 page 2-4- we received the first set of deputy timesheets at 1:15 on Monday (due at noon) The regular hours total on page 2 did not account for the actual time worked as was done with electronic time. I emailed the sheriff and told him the timesheets were unacceptable and that minutes had to be included. Page 3 was received at 11:20 a.m. on Tuesday, almost 24 hours past time due. The timesheet does not have any hours for the \$.30 shift differential which is paid on hours worked between 4 p.m. and 6 a.m. I again emailed the sheriff and stated the sheets were not acceptable because this office should not have to figure those hours nor look at a separate paper which only had an amount. Page 4 was received at 2:20 on Tuesday afternoon. The shift differential time was not correct, so the treasurer's office had to review all of the timesheets to calculate those hours and pay correctly. Time Clock Plus would have done all of that work and human error could have been avoided.

Deputy 2 page 1 shows an accurate account of when he worked. Page 2 is nothing more than the hours he was scheduled. Page 3 was resubmitted with the shift differential.

Deputy 3 kept his paper timesheet accurately and the time would have pulled into payroll system but instead the treasurer's office had to use employee time to manually enter those hours into each pay type. This is not only a waste of resources, when mistakes are made, the treasurer's office is blamed instead of the department head taking responsibility for his employees and managerial duties.

There are other employees pages and those pages have notes written on them. Clearly TCP was working correctly as holiday time is on the sheets. Administrators in the sheriff's office may have spent a few minutes entering them but that is their responsibility. It is not the responsibility of the treasurer's office.

The last timesheet is an employee that we inadvertently put the 8 hours of holiday time in her comp bank instead of issuing pay. We were rushing to get all time into payroll because the documents were received so late and the time constraints to get the file to the bank for EFT payments to employees. The employee demanded a second check for those 8 hours which took an extra 2 hours to process. This would not happen if the sheriff's department simply used TCP which does work correctly with very little administrative input.

It is abundantly clear that there is no consistency in the timekeeping documentation of paper timesheets, and they are not an accurate daily record that is required by law.

The sheriff complains about 30 employees but has 2 administrators assisting him in making adjustments in TCP. If clock in/out are there only holiday time must be adjusted or benefit time used added in the absence on the day of a shift. The treasurer's office must pull 2 employees from other duties to enter time worked that the sheriff should be responsible for. Blame for all issues continues to be placed on the treasurer instead of the department heads who refuse to cooperate with policy.

DEPUTY I
ACCURATE

Complete Payroll

For the period of 6/16/2024 to 6/29/2024

Name: [REDACTED] Number: [REDACTED] Export Code: 602 Department: 032

Week	D	Date In	Time In	Date Out	Time Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total		
1	<input type="checkbox"/>	Sun	6/16	5:56 PM	6/17	6:00 AM	1363-DEPUTIES	0.30	2	12.07	12.00	0.07	0.00	Prm 12.57	
	<input type="checkbox"/>	Mon	6/17	6:00 AM	6/17	6:30 AM	1363-DEPUTIES	0.00	1	0.50	0.00	0.50	0.00		
	<input type="checkbox"/>	Wed	6/19	5:56 PM	6/20	6:00 AM	1363-DEPUTIES	0.30	2	12.07	12.00	0.07	0.00	Prm 24.22	
	<input type="checkbox"/>	Wed	6/19	6:00 PM	----	----	1428-5050 - HOLIDAY - WORKED	0.00		12.15	0.00	12.15	0.00		
	<input type="checkbox"/>	Thu	6/20	6:00 AM	6/20	6:05 AM	1363-DEPUTIES	0.00	1	0.08	0.08	0.00	0.00	Prm 12.12	
	<input type="checkbox"/>	Thu	6/20	5:59 PM	6/21	6:00 AM	1363-DEPUTIES	0.30	2	12.02	11.92	0.10	0.00		
	<input type="checkbox"/>	Fri	6/21	6:00 AM	6/21	6:01 AM	1363-DEPUTIES	0.00	1	0.02	0.00	0.02	0.00		
	Week 1 Totals:									48.90	36.00	12.90	0.00	48.90	
	2	<input type="checkbox"/>	Mon	6/24	5:50 PM	6/25	6:00 AM	1353-DEPUTIES	0.30	2	12.17	12.00	0.17	0.00	Prm 12.37
		<input type="checkbox"/>	Tue	6/25	6:00 AM	6/25	6:12 AM	1353-DEPUTIES	0.00	1	0.20	0.00	0.20	0.00	
<input type="checkbox"/>		Tue	6/25	5:50 PM	6/26	6:00 AM	1363-DEPUTIES	0.30	2	12.17	12.00	0.17	0.00	Prm 12.25	
<input type="checkbox"/>		Wed	6/26	6:00 AM	6/26	6:05 AM	1363-DEPUTIES	0.00	1	0.08	0.00	0.08	0.00		
<input type="checkbox"/>		Fri	6/28	5:48 PM	6/29	6:00 AM	1363-DEPUTIES	0.30	2	12.20	12.00	0.20	0.00	Prm 12.32	
<input type="checkbox"/>		Sat	6/29	6:00 AM	6/29	6:07 AM	1363-DEPUTIES	0.00	1	0.12	0.00	0.12	0.00		
<input type="checkbox"/>		Sat	6/29	5:48 PM	6/30	6:00 AM	1363-DEPUTIES	0.30	2	12.20	8.00	4.20	0.00	12.20	Prm
Week 2 Totals:									49.13	44.00	5.13	0.00	49.13		
Period Totals:									98.03	80.00	18.03	0.00	98.03		

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1363	DEPUTIES	0.30	79.92	+ 4.97	= 0.00	84.89 =
1363	DEPUTIES	0.00	0.08	0.92	0.00	
Job Code 1363 Total:			80.00	5.88	0.00	85.88
1428	5050 - HOLIDAY - WORKED	0.00	0.00	12.15	0.00	
Job Code 1428 Total:			0.00	12.15	0.00	12.15
Period Total:			80.00	18.03	0.00	98.03

40 x .24
\$9.60
9.13 x .36
3.29

Management: _____

Employee: [REDACTED]

SHIFT DIFF
CALCULATES
HOLIDAY -
OT CALCULATES

Deputy 1
 DEC'D
 MON. 1:15
 HOURS DO NOT
 REFLECT TIME

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 Pay Period: _____
 Employee: _____

DAY	DATE	IN	OUT	Reg Hrs	Over-time	Comp-time	Holiday	Comp used	Sick	Vacation	Personal	Total
SUNDAY	06/30/24	5:55p	6:00a	12								12
MONDAY	07/01/24											0
TUESDAY	07/02/24											0
WEDNESDAY	07/03/24	5:52p	6:00a	12								12
THURSDAY	07/04/24	5:52p	6:00a	12		12						24
FRIDAY	07/05/24											0
SATURDAY	07/06/24											0
Sub-Total				36	0	0	12	0	0	0	0	48
DAY	DATE	IN	OUT	Reg Hrs	Over-time	Comp-time	Holiday	Comp used	Sick	Vacation	Personal	Total
SUNDAY	07/07/24	5:57p	4:37a		10.5							10.5
MONDAY	07/08/24	5:50p	6:00a	12								12
TUESDAY	07/09/24	5:57p	6:03a	12								12
WEDNESDAY	07/10/24	5:49p	12:10a		6.5							6.5
THURSDAY	07/11/24											0
FRIDAY	07/12/24	5:47p	6:00a	12								12
SATURDAY	07/13/24				4						12	16
Sub-Total				36	21	0	0	0	0	0	12	69
TOTAL				72	21	0	12	0	0	0	12	117

-80
 37
 -12
 25 hrs 0

Date: 7/14/24

Date: 7/15/24

Employee Signature: _____

Department Head Signature: _____

IF HOLIDAY COLUMN IS FILLED BLACK EMPLOYEE IS REQUESTING COMP TIME INSTEAD OF PAY

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

7/10/24 - 10:40 WORKED

ROUNDED DOWN -
 LAW STATES 8 MIN - ROUND UP
 NO COUNTY POLICY PER ROUNDING - FOP CONTRA

NOT IN

Deputy
TUES 11:20

SHELBY COUNTY SHERIFF'S DEPARTMENT

Employee: [Redacted]

Weekly Time Record

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	Comp-time	Holiday	Comp.Used	Sick	Vacation	Personal	Total
SUNDAY	06/30/24	5:55p	6:00a	12	.68							12
MONDAY	07/01/24											0
TUESDAY	07/02/24											0
WEDNESDAY	07/03/24	5:52p	6:00a	12	.13							12
THURSDAY	07/04/24	5:52p	6:00a	12	.13	12.13						24
FRIDAY	07/05/24											0
SATURDAY	07/06/24											0
Sub-Total				36	.34	0	12.13	0	0	0	0	48
DAY	DATE	IN	OUT	Reg Hrs	Over-time	Comp-time	Holiday	Comp.Used	Sick	Vacation	Personal	Total
SUNDAY	07/07/24	5:57p	4:37a		10.67							10.5
MONDAY	07/08/24	5:50p	6:00a	12	.17							12
TUESDAY	07/09/24	5:57p	6:03a	12	.10							12
WEDNESDAY	07/10/24	5:49p	12:10a		6.33							6.5
THURSDAY	07/11/24											0
FRIDAY	07/12/24	5:47p	6:00a	12	.05							12
SATURDAY	07/13/24				4						12	16
Sub-Total				36	21.37	0	0	0	0	0	12	69
TOTAL				72	21.68	0	12.13	0	0	0	12	117.81

-80
37.81
-12
25.81 hrs 01

Employee Signature: [Redacted]

Date: 7/14/24

Department Head Signature: [Redacted]

Date: 7/15/24

IF HOLIDAY COLUMN IS FILLED BLACK EMPLOYEE IS REQUESTING COMP TIME INSTEAD OF PAY
COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

SHELBY COUNTY SHERIFF'S DEPARTMENT

Employee: [REDACTED]

Weekly Time Record

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	Comp-time	Holiday	Comp used	Sick	Vacation	Personal	Total
SUNDAY	06/30/24	5:55p	6:00a	12	.08							12
MONDAY	07/01/24											0
TUESDAY	07/02/24											0
WEDNESDAY	07/03/24	5:52p	6:00a	12	.13							12
THURSDAY	07/04/24	5:52p	6:00a	12	.13	12.13						24
FRIDAY	07/05/24											0
SATURDAY	07/06/24											0
Sub-Total				36	.34	0	12.13	0	0	0	0	48

DAY	DATE	IN	OUT	Reg Hrs	Over-time	Comp-time	Holiday	Comp used	Sick	Vacation	Personal	Total
SUNDAY	07/07/24	5:57p	4:37a		10.67							10.5
MONDAY	07/08/24	5:50p	6:00a	12	.17							12
TUESDAY	07/09/24	5:57p	6:03a	12	.10							12
WEDNESDAY	07/10/24	5:49p	12:10a		6.35							6.5
THURSDAY	07/11/24											0
FRIDAY	07/12/24	5:47p	6:00a	12	.05							12
SATURDAY	07/13/24				4							16
Sub-Total				36	21.34	0	0	0	0	0	0	69
TOTAL				72	21.68	0	12.13	0	0	0	0	117.81

Employee Signature: [REDACTED] Date: 7/14/24
 Department Head Signature: [REDACTED] Date: 7/15/24

NOT CORRECTED

shift diff 89 hrs \$26.70 \$26.94
 -80
 37.81
 -12
 25.81 hrs

IF HOLIDAY COLUMN IS FILLED BLACK EMPLOYEE IS REQUESTING COMP TIME INSTEAD OF PAY
 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

TOP would
 ADD ALL
 OF THIS

Deputy 1
 TUES.
 2:20 PM
 ADDED SHIFT DIFF.
 INCORRECT

Deputy 2
ACTUAL HOURS WORKED

Complete Payroll

for the period of 6/16/2024 to 6/29/2024

Name: [REDACTED] Number: [REDACTED] Export Code: 611 Department: 032

Week	D	Date In	Time In	Date Out	Time Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total
1	Mon	6/17	5:50 PM	6/18	6:00 AM	1363-DEPUTIES	0.30	2	12.17	12.00	0.17	0.00	Prm 12.20
	Tue	6/18	6:00 AM	6/18	6:02 AM	1363-DEPUTIES	0.00	1	0.03	0.00	0.03	0.00	
	Tue	6/18	6:00 PM	----	----	1368-DEPUTIES - VACATION	0.00		12.00	12.00	0.00	0.00	12.00
	Wed	6/19	6:00 PM	----	----	2424-HOLIDAY NW (COMP)	0.00		12.00	12.00	0.00	0.00	12.00
	Thu	6/20	6:59 AM	6/20	11:59 AM	1363-DEPUTIES	0.00	1	5.00	5.00	0.00	0.00	5.00
	Fri	6/21	5:51 PM	6/22	6:00 AM	1363-DEPUTIES	0.30	2	12.15	12.00	0.15	0.00	Prm 12.27
	Sat	6/22	6:00 AM	6/22	6:07 AM	1363-DEPUTIES	0.00	1	0.12	0.00	0.12	0.00	
	Sat	6/22	5:51 PM	6/23	6:00 AM	1363-DEPUTIES	0.30	2	12.15	12.00	0.15	0.00	Prm 12.20
	Sun	6/23	6:00 AM	6/23	6:03 AM	1363-DEPUTIES	0.00	1	0.05	0.00	0.05	0.00	
	Week 1 Totals:									65.67	65.00	0.67	0.00
2	Sun	6/23	5:56 PM	6/24	6:00 AM	1363-DEPUTIES	0.30	2	12.07	12.00	0.07	0.00	Prm 12.23
	Mon	6/24	6:00 AM	6/24	6:10 AM	1363-DEPUTIES	0.00	1	0.17	0.00	0.17	0.00	
	Wed	6/26	5:52 PM	6/27	6:00 AM	1363-DEPUTIES	0.30	2	12.13	12.00	0.13	0.00	Prm 12.30
	Thu	6/27	6:00 AM	6/27	6:10 AM	1363-DEPUTIES	0.00	1	0.17	0.00	0.17	0.00	
	Thu	6/27	5:52 PM	6/28	6:00 AM	1363-DEPUTIES	0.30	2	12.13	3.00	9.13	0.00	Prm 12.18
	Fri	6/28	6:00 AM	6/28	6:03 AM	1363-DEPUTIES	0.00	1	0.05	0.00	0.05	0.00	
	Week 2 Totals:									36.72	27.00	9.72	0.00
Period Totals:									102.38	92.00	10.38	0.00	102.38

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1363	DEPUTIES	0.30	63.00	9.80	0.00	72.8
1363	DEPUTIES	0.00	5.00	0.58	0.00	
Job Code 1363 Total:			68.00	10.38	0.00	78.38
1368	DEPUTIES - VACATION	0.00	12.00	0.00	0.00	
Job Code 1368 Total:			12.00	0.00	0.00	12.00
2424	HOLIDAY NW (COMP)	0.00	12.00	0.00	0.00	
Job Code 2424 Total:			12.00	0.00	0.00	12.00
Period Total:			92.00	10.38	0.00	102.38

PULLS DIRECTLY INTO C/C PAYROLL

Management: _____

Employee: [REDACTED]

Deputy 2
Mon 1:15

SCHEDULE
NOT WORKED

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

NAME: [REDACTED]

Pay Period: 6-30-24 / 7-13-24

DAY	DATE	IN	OUT	REG/HIS	OT/PAY	OT/Comp	HW/P	HW/C	HNW/P	HNW/C	Compused	Sick	Vacation	Personal	Total
SUN	06/30/24														0
MON	07/01/24	6:00 PM	6:00 AM	12											12
TUE	07/02/24	6:00 PM	6:00 AM	12											12
WED	07/03/24	6:00 PM	6:00 AM		12										12
THUR	07/04/24	6:00 PM	6:00 AM		12		12								24
FRI	07/05/24	6:00 PM	6:00 AM	12											12
SAT	07/06/24	6:00 PM	6:00 AM	8	4										12
SUB-TOTAL				44	16	12	12	0	0	0	0	0	0	0	84
DAY	DATE	IN	OUT	REG/HIS	OT/PAY	OT/COMP	HW/P	HW/C	HNW/P	HNW/C	Compused	Sick	Vacation	Personal	Total
SUN	07/07/24	6:00 PM	6:00 AM	12											12
MON	07/08/24														0
TUE	07/09/24	6:00 PM	6:00 AM			12									12
WED	07/10/24	6:00 PM	6:00 AM	12											12
THUR	07/11/24	6:00 PM	6:00 AM	12											12
FRI	07/12/24														0
SAT	07/13/24														0
SUB-TOTAL				36	0	12	0	0	0	0	0	0	0	0	48
TOTAL				80	16	24	12	0	0	0	0	0	0	0	132

Date: 7-13-24

Date: 7/15/24

Employee Signature: [REDACTED]

Dept Head Signature: [REDACTED]

HW STANDS FOR HOLIDAY WORKED HW STANDS FOR HOLIDAY NOT WORKED
 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

Deputy 2
TUES 2:20 PM

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 NAME: [Redacted]
 Pay Period: 6-30-24 / 7-13-24

DAY	DATE	IN	OUT	Req Hrs	OT Pay	OT Comp	HW/P	HW/S	HNW/P	HNW/S	Comp used	Sick	Vacation	Personal	Total
SUN	06/30/24														0
MON	07/01/24	6:00 PM	6:00 AM	12											12
TUE	07/02/24	6:00 PM	6:00 AM	12											12
WED	07/03/24	6:00 PM	6:00 AM			12									12
THUR	07/04/24	6:00 PM	6:00 AM		12		12								24
FRI	07/05/24	6:00 PM	6:00 AM	12											12
SAT	07/06/24	6:00 PM	6:00 AM	8	4										12
SUB-TOTAL				44	16	12	12	0	0	0	0	0	0	0	84
DAY	DATE	IN	OUT	Req Hrs	OT Pay	OT Comp	HW/P	HW/S	HNW/P	HNW/S	Comp used	Sick	Vacation	Personal	Total
SUN	07/07/24	6:00 PM	6:00 AM	12											12
MON	07/08/24														0
TUE	07/09/24	6:00 PM	6:00 AM			12									12
WED	07/10/24	6:00 PM	6:00 AM	12											12
THUR	07/11/24	6:00 PM	6:00 AM	12											12
FRI	07/12/24														0
SAT	07/13/24														0
SUB-TOTAL				36	0	12	0	0	0	0	0	0	0	0	48
TOTAL				80	16	24	12	0	0	0	0	0	0	0	132

Date: 7-13-24
 Date: 7/15/24
 Shift Dif 120 hrs
 \$36.00

Employee Signature: [Redacted]
 Dept Head Signature: [Redacted]

HW STANDS FOR HOLIDAY WORKED HNW STANDS FOR HOLIDAY NOT WORKED
 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

Complete Payroll

For the period of 6/16/2024 to 6/29/2024

Name: [REDACTED] Number: [REDACTED] Export Code: 424 Department: 032

DEPUTY 3
CONSISTENT w/ PAPER
BUT NO MARKED ENTRY OR CALC.

Week	D	Date In	Time In	Date Out	Time Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total	Prm	
1	┌	Sun	6/16	5:55 AM	6/16	6:00 AM	1363-DEPUTIES	0.30	2	0.08	0.08	0.00	0.00		
		Sun	6/16	6:00 AM	6/16	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00	Prm	
	└	Sun	6/16	4:00 PM	6/16	6:05 PM	1363-DEPUTIES	0.30	2	2.08	1.92	0.17	0.00	12.17	Prm
	┌	Wed	6/19	5:55 AM	6/19	6:00 AM	1363-DEPUTIES	0.30	2	0.08	0.08	0.00	0.00		
	┌	Wed	6/19	6:00 AM	----	----	1428-5050 - HOLIDAY - WORKED	0.00		12.15	0.00	12.15	0.00		
	┌	Wed	6/19	6:00 AM	6/19	4:00 PM	1363-DEPUTIES	0.00	1	10.00	0.00	10.00	0.00		
	└	Wed	6/19	4:00 PM	6/19	6:04 PM	1363-DEPUTIES	0.30	2	2.07	0.00	2.07	0.00	24.30	Prm
	┌	Thu	6/20	5:55 AM	6/20	6:00 AM	1363-DEPUTIES	0.30	2	0.08	0.08	0.00	0.00		
		Thu	6/20	6:00 AM	6/20	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00		
	└	Thu	6/20	4:00 PM	6/20	6:01 PM	1363-DEPUTIES	0.30	2	2.02	1.92	0.10	0.00	12.10	Prm
	Week 1 Totals:									48.57	24.08	24.48	0.00	48.57	
	2	┌	Mon	6/24	5:57 AM	6/24	6:00 AM	1363-DEPUTIES	0.30	2	0.05	0.05	0.00	0.00	
			Mon	6/24	6:00 AM	6/24	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00	
		└	Mon	6/24	4:00 PM	6/24	7:00 PM	1363-DEPUTIES	0.30	2	3.00	1.95	1.05	0.00	13.05
┌		Tue	6/25	5:55 AM	6/25	6:00 AM	1363-DEPUTIES	0.30	2	0.08	0.08	0.00	0.00		
		Tue	6/25	6:00 AM	6/25	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00		
└		Tue	6/25	4:00 PM	6/25	6:06 PM	1363-DEPUTIES	0.30	2	2.10	1.92	0.18	0.00	12.18	Prm
┌		Thu	6/27	6:51 PM	6/27	7:54 PM	9997-CALL BACK 1.05	0.00		3.00	0.00	3.00	0.00	3.00	
┌		Fri	6/28	5:55 AM	6/28	6:00 AM	1363-DEPUTIES	0.30	2	0.08	0.08	0.00	0.00		
		Fri	6/28	6:00 AM	6/28	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00		
└		Fri	6/28	4:00 PM	6/28	6:03 PM	1363-DEPUTIES	0.30	2	2.05	1.92	0.13	0.00	12.13	Prm
┌		Sat	6/29	5:55 AM	6/29	6:00 AM	1363-DEPUTIES	0.30	2	0.08	0.08	0.00	0.00		
		Sat	6/29	6:00 AM	6/29	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00		
└		Sat	6/29	4:00 PM	6/29	6:01 PM	1363-DEPUTIES	0.30	2	2.02	1.92	0.10	0.00	12.10	Prm
Week 2 Totals:									52.47	48.00	4.47	0.00	52.47		
Period Totals:									101.03	72.08	28.95	0.00	101.03		

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1363	DEPUTIES	0.30	12.08	3.80	0.00	
1363	DEPUTIES	0.00	60.00	10.00	0.00	
Job Code 1363 Total:			72.08	13.80	0.00	85.88
1428	5050 - HOLIDAY - WORKED	0.00	0.00	12.15	0.00	
Job Code 1428 Total:			0.00	12.15	0.00	12.15
9997	CALL BACK	0.00	0.00	3.00	0.00	
Job Code 9997 Total:			0.00	3.00	0.00	3.00
Period Total:			72.08	28.95	0.00	101.03

6/20 Raise
24¢
60 x .24
14.40
4.56 x .36
= 1.64

Management: _____

Employee: [REDACTED]

SYSTEM CALCULATES NOT A HUMAN.
PULLS INTO PAYROLL AND
INTO EACH PAYTYPE

Deputy 3
 Monday 1:15
 CORRECT TIME
 ENTERED FOR
 ACTUAL TIME WORKED

SHELBY COUNTY SHERIFF'S DEPARTMENT

Employee: [Redacted]

Weekly Time Record
 Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	Over-time	Comp-time	Holiday	Comp. used	Sick	Vacation	Personal	Total
SUNDAY	06/30/24	5:55am	6:18pm	12	0.38							12.38
MONDAY	07/01/24											0
TUESDAY	07/02/24											0
WEDNESDAY	07/03/24	5:56am	6:03pm	12	0.11							12.11
THURSDAY	07/04/24	5:55am	6:02pm	12	0.11	12.11						24.11
FRIDAY	07/05/24											0
SATURDAY	07/06/24											0
Sub-Total				36	0.6	12.11	0	0	0	0	0	48.6
DAY	DATE	IN	OUT	Reg Hrs	Over-time	Comp-time	Holiday	Comp. used	Sick	Vacation	Personal	Total
SUNDAY	07/07/24											0
MONDAY	07/08/24	5:56am	6:20pm	12	0.39							12.39
TUESDAY	07/09/24	5:56am	6:02pm	12	0.09							12.09
WEDNESDAY	07/10/24											0
THURSDAY	07/11/24											0
FRIDAY	07/12/24	5:54am	6:59pm	12	1.04							13.04
SATURDAY	07/13/24	5:54am	6:20pm	8	4.39							12.39
Sub-Total				44	5.91	0	0	0	0	0	0	49.91
TOTAL				80	6.51	12.11	0	0	0	0	0	98.51

62

Employee Signature: [Redacted] Date: 07/14/24

Department Head Signature: [Redacted] Date: 7/15/24

IF HOLIDAY COLUMN IS FILLED BLACK EMPLOYEE IS REQUESTING COMP TIME INSTEAD OF PAY
COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF

2297.38

DEPUTY 4
CALCULATES
ACTUAL
TIME

Complete Payroll

For the period of 6/16/2024 to 6/29/2024

Name: [Redacted] Number: [Redacted] Export Code: 689 Department: 032

Week	D	Date In	Time In	Date Out	Time Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total	
1	[]	Mon 6/17	6:00 AM	6/17	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00	12.03 Prm	
		Mon 6/17	4:00 PM	6/17	6:02 PM	1363-DEPUTIES	0.30	2	2.03	2.00	0.03	0.00		
	[]	Tue 6/18	5:59 AM	6/18	6:00 AM	1363-DEPUTIES	0.30	2	0.02	0.02	0.00	0.00	Prm	
		Tue 6/18	6:00 AM	6/18	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00		
		Tue 6/18	4:00 PM	6/18	6:03 PM	1363-DEPUTIES	0.30	2	2.05	1.98	0.07	0.00		12.07 Prm
	[]	Wed 6/19	6:00 AM	----	----	2424-HOLIDAY NW (COMP)	0.00		12.00	12.00	0.00	0.00	12.00	
	[]	Fri 6/21	5:58 AM	6/21	6:00 AM	1363-DEPUTIES	0.30	2	0.03	0.03	0.00	0.00	Prm	
		Fri 6/21	6:00 AM	6/21	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00		
		Fri 6/21	4:00 PM	6/21	6:22 PM	1363-DEPUTIES	0.30	2	2.37	1.97	0.40	0.00		12.40 Prm
	[]	Sat 6/22	6:00 AM	----	----	1364-DEPUTIES - COMP	0.00		12.00	12.00	0.00	0.00	12.00	
Week 1 Totals:									60.50	60.00	0.50	0.00	60.50	
2	[]	Sun 6/23	5:59 AM	6/23	6:00 AM	1363-DEPUTIES	0.30	2	0.02	0.02	0.00	0.00	Prm	
		Sun 6/23	6:00 AM	6/23	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00		
		Sun 6/23	4:00 PM	6/23	6:01 PM	1363-DEPUTIES	0.30	2	2.02	1.98	0.03	0.00		12.03 Prm
	[]	Wed 6/26	5:59 AM	6/26	6:00 AM	1363-DEPUTIES	0.30	2	0.02	0.02	0.00	0.00	Prm	
		Wed 6/26	6:00 AM	6/26	4:00 PM	1363-DEPUTIES	0.00	1	10.00	10.00	0.00	0.00		
		Wed 6/26	4:00 PM	6/26	6:02 PM	1363-DEPUTIES	0.30	2	2.03	1.98	0.05	0.00		12.05 Prm
	[]	Thu 6/27	6:00 AM	6/27	4:00 PM	1363-DEPUTIES	0.00	1	10.00	8.00	2.00	0.00	Prm	
		Thu 6/27	4:00 PM	6/27	6:01 PM	1363-DEPUTIES	0.30	2	2.02	0.00	2.02	0.00		12.02 Prm
	Week 2 Totals:									36.10	32.00	4.10	0.00	36.10
	Period Totals:									96.60	92.00	4.60	0.00	96.60

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1363	DEPUTIES	0.00	58.00	2.00	0.00	
1363	DEPUTIES	0.30	10.00	2.60	0.00	12.60 SD
Job Code 1363 Total:			68.00	4.60	0.00	72.60
1364	DEPUTIES - COMP	0.00	12.00	0.00	0.00	
Job Code 1364 Total:			12.00	0.00	0.00	12.00
2424	HOLIDAY NW (COMP)	0.00	12.00	0.00	0.00	
Job Code 2424 Total:			12.00	0.00	0.00	12.00
Period Total:			92.00	4.60	0.00	96.60

36 .10

PULLS DIRECTLY INTO CIC

Management: _____

Employee: [Redacted]

Brian Noted to add 4.6 HRS to Comp Earned

ONLY MANUAL ENTRY FOR TRSAS OFFICE IS MOVE 4.6 FROM OT TO COMP

Deputy 4
 TUES
 11:20
 NO SNUFF
 DIFF

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record NAME: [REDACTED]

Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	OT Pay	OT Comp	HM/P	HM/C	HNW/P	HNW/C	Comp Used	Sick	Vacation	Personal	Total
SUN	06/30/24														0
MON	07/01/24	6:00am	6:38pm	12		.63									12.5
TUE	07/02/24	6:00am	6:03pm	12		.05									12
WED	07/03/24														0
THUR	07/04/24									12					12
FRI	07/05/24	6:01am	6:41pm	12		.67									12.5
SAT	07/06/24														0
SUB-TOTAL				36	0	1.35	0	0	0	12	0	0	0	0	49
DAY	DATE	IN	OUT	Reg Hrs	OT PAY	OT COMP	HM/P	HM/C	HNW/P	HNW/C	Comp Used	Sick	Vacation	Personal	Total
SUN	07/07/24														0
MON	07/08/24	2:58pm	3:07am	12		.15									12
TUE	07/09/24														0
WED	07/10/24	2:59pm	3:16am	12		.28									12.25
THUR	07/11/24	2:54pm	3:16am	12		.37									12.25
FRI	07/12/24														0
SAT	07/13/24	5:56pm	6:00am	8		4.07									12
SUB-TOTAL				44	0	4.87	0	0	0	0	0	0	0	0	48.5
TOTAL				80	0	6.22	0	0	0	12	0	0	0	0	97.5

98.22⁰

Date: 7/14/24

Date: 7/15/24

Employee Signature: [REDACTED]

Dept Head Signature: [REDACTED]

HW STANDS FOR HOLIDAY WORKED HNW STANDS FOR HOLIDAY NOT WORKED
 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 NAME: [REDACTED]
 Pay Period:

DEPUTY 4
 TUES 2:20
 ADDED
 SHUPT
 DIFE

TOP WOULD ALL
 ADD OF THIS

DAY	DATE	IN	OUT	Reg Hrs	OT Pay	OT Comp	HW P	HW C	HNWP P	HNW C	Comp used	Sick	Vacation	Personal	Total
SUN	06/30/24														0
MON	07/01/24	6:00am	6:38pm	12		.63									12.5
TUE	07/02/24	6:00am	6:03pm	12		.05									12
WED	07/03/24														0
THUR	07/04/24									12					12
FRI	07/05/24	6:01am	6:41pm	12		.67									12.5
SAT	07/06/24														0
SUB-TOTAL				36	0	1.35	0	0	0	12	0	0	0	0	49
DAY	DATE	IN	OUT	Reg Hrs	OT PAY	OT COMP	HW P	HW C	HNWP P	HNW C	Comp used	Sick	Vacation	Personal	Total
SUN	07/07/24														0
MON	07/08/24	2:58pm	3:07am	12		.15									12
TUE	07/09/24														0
WED	07/10/24	2:59pm	3:16am	12		.28									12.25
THUR	07/11/24	2:54pm	3:16am	12		.37									12.25
FRI	07/12/24														0
SAT	07/13/24	5:56pm	6:00am	8		4.07									12
SUB-TOTAL				44	0	4.87	0	0	0	0	0	0	0	0	48.5
TOTAL				80	0	6.22	0	0	0	12	0	0	0	0	97.5

Shift Dif 52.5 hrs
 \$15.75
 98.22

[REDACTED]

Employee Signature:

[REDACTED]

Dept Head Signature:

Date: 7/15/24

HW STANDS FOR HOLIDAY WORKED HNW STANDS FOR HOLIDAY NOT WORKED
 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

Deputy 4
Monday
1:15

BOUND
SOME
DAYS INCORPORATED
DAYS WERE
NOT PAID
SOME
DAYS

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
Pay Period: [Redacted]

NAME: [Redacted]

DAY	DATE	IN	OUT	Reg Hrs	OT Pay	OT Comp	HW P	HW C	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Total
SUN	06/30/24														0
MON	07/01/24	6:00am	6:38pm	12		0.5									12.5
TUE	07/02/24	6:00am	6:03pm	12											12
WED	07/03/24														0
THUR	07/04/24									12					12
FRI	07/05/24	6:01am	6:41pm	12		0.5									12.5
SAT	07/06/24														0
SUB-TOTAL				36	0	1	0	0	0	12	0	0	0	0	49
DAY	DATE	IN	OUT	Reg Hrs	OT PAY	OT COMP	HW P	HW C	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Total
SUN	07/07/24														0
MON	07/08/24	2:58pm	3:07am	12											12
TUE	07/09/24														0
WED	07/10/24	2:59pm	3:16am	12		0.25									12.25
THUR	07/11/24	2:54pm	3:16am	12		0.25									12.25
FRI	07/12/24														0
SAT	07/13/24	5:56pm	6:00am	8		4									12
SUB-TOTAL				44	0	4.5	0	0	0	0	0	0	0	0	48.5
TOTAL				80	0	5.5	0	0	0	12	0	0	0	0	97.5

Employee Signature: [Redacted] Date: 7/14/24

Dept Head Signature: [Redacted] Date: 7/15/24

HW STANDS FOR HOLIDAY WORKED HNW STANDS FOR HOLIDAY NOT WORKED
 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

Complete Payroll

For the period of 6/16/2024 to 6/29/2024

2263.80
CORRECTIONS 1
ACTUAL
TIME
WORKED

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

Week	D	Date In	Time In	Date Out	Time Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total	
1	<input type="checkbox"/>	Mon	6/17	6:54 AM	6/17	3:06 PM	1375-CORR.OFFICERS	0.00	1	8.20	8.00	0.20	0.00	8.20
	<input type="checkbox"/>	Tue	6/18	6:48 AM	6/18	3:01 PM	1375-CORR.OFFICERS	0.00	1	8.22	8.00	0.22	0.00	8.22
	<input type="checkbox"/>	Wed	6/19	6:50 AM	6/19	3:00 PM	1375-CORR.OFFICERS	0.00	1	8.17	8.00	0.17	0.00	
	<input type="checkbox"/>	Wed	6/19	7:00 AM	----	----	2428-HOLIDAY-WKED (COMP)	0.00		8.17	0.00	8.17	0.00	16.33
	<input type="checkbox"/>	Thu	6/20	6:51 AM	6/20	3:31 PM	1375-CORR.OFFICERS	0.00	1	8.67	8.00	0.67	0.00	8.67
	<input type="checkbox"/>	Fri	6/21	6:54 AM	6/21	3:02 PM	1375-CORR.OFFICERS	0.00	1	8.13	8.00	0.13	0.00	8.13
						Week 1 Totals:			49.55	40.00	9.55	0.00	49.55	
2	<input type="checkbox"/>	Mon	6/24	6:54 AM	6/24	3:00 PM	1375-CORR.OFFICERS	0.00	1	8.10	8.00	0.10	0.00	8.10
	<input type="checkbox"/>	Tue	6/25	6:50 AM	6/25	2:55 PM	1375-CORR.OFFICERS	0.00	1	8.08	8.00	0.08	0.00	8.08
	<input type="checkbox"/>	Wed	6/26	6:50 AM	6/26	3:04 PM	1375-CORR.OFFICERS	0.00	1	8.23	8.00	0.23	0.00	8.23
	<input type="checkbox"/>	Thu	6/27	6:53 AM	6/27	3:00 PM	1375-CORR.OFFICERS	0.00	1	8.12	8.00	0.12	0.00	8.12
	<input type="checkbox"/>	Fri	6/28	6:52 AM	6/28	3:00 PM	1375-CORR.OFFICERS	0.00	1	8.13	8.00	0.13	0.00	8.13
						Week 2 Totals:			40.67	40.00	0.67	0.00	40.67	
						Period Totals:			90.22	80.00	10.22	0.00	90.22	

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1375	CORR.OFFICERS	0.00	80.00	2.05	0.00	
	Job Code 1375 Total:		80.00	2.05	0.00	82.05
2428	HOLIDAY-WKED (COMP)	0.00	0.00	8.17	0.00	
	Job Code 2428 Total:		0.00	8.17	0.00	8.17
	Period Total:		80.00	10.22	0.00	90.22

PULLS FROM
TCLP TO
PAYROLL
NO ENTRY
BY
TREAS.
OFFICE

Management: _____

Employee: [REDACTED]

CORRECTIONS
MONDAY 3:49
MOVED TO SCHEDULE

SHELBY COUNTY SHERIFF'S DEPARTMENT

2 Week Time Record Employee [REDACTED] Standard Day 8:00

Pay Period: June 30 thru July 13 2024

DAY DATE	IN	OUT	Hrs Worked	Reg Hrs	Over-time	OT pay	OT Comp	HM Pay	HM Comp	HMW Pay	HMW Comp	HMW Comp	Comp Used	Sick	Vacation	Personal	Total
SUN 6/30/2024			0:00	0:00	0:00												0:00
MON 7/1/2024	6:52 AM	3:00 PM	8:00	8:00	0:08												8:08
TUE 7/2/2024	6:51 AM	3:00 PM	8:00	8:00	0:09												8:09
WED 7/3/2024	7:00 AM	3:00 PM	8:00	8:00	0:00												8:00
THU 7/4/2024	7:00 AM	3:00 PM	8:00	8:00	0:00												8:00
FRI 7/5/2024	7:00 AM	3:00 PM	8:00	8:00	0:00												8:00
SAT 7/6/2024			0:00	0:00	0:00												0:00
		Sub-Total	40:17	40:00	0:17	0:00	0:00	0:00	12:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	40:17
DAY DATE	IN	OUT	Hrs Worked	Reg Hrs	Over-time	OT pay	OT Comp	HMW Pay	HMW Comp	HMW Pay	HMW Comp	HMW Comp	Comp Used	Sick	Vacation	Personal	Total
SUN 7/7/2024			0:00	0:00	0:00												0:00
MON 7/8/2024	7:00 AM	3:00 PM	8:00	8:00	0:00												8:00
TUE 7/9/2024	7:00 AM	3:00 PM	8:00	8:00	0:00												8:00
WED 7/10/2024	7:00 AM	3:00 PM	8:00	8:00	0:00												8:00
THU 7/11/2024	7:00 AM	3:00 PM	8:00	8:00	0:00												8:00
FRI 7/12/2024	7:00 AM	3:00 PM	8:00	8:00	0:00												8:00
SAT 7/13/2024			0:00	0:00	0:00												0:00
		Sub-Total	40:00	40:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	40:00
		Total															80:17

SHERIFF ADVISES TO KEEP TIME AT SHIRT TIME, NOT HOURS WORKED, UNLESS YOU ARE HERE 15 MINUTES AND OVER, THEN ROUND UP 15 MINUTES.

Not what Sheriff email directed.

Date: 7-15-24

Date: 7/15/24

Employee Signature: [REDACTED]

Department Head Signature: [REDACTED]

HW Stands for "Holiday Worked" HW Stands for "Holiday Not Worked"

Complete Payroll

For the period of 6/16/2024 to 6/29/2024

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

Week	D	Date In	Time In	Date Out	Time Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total	
1	<input type="checkbox"/>	Sun	6/16	6:39 AM	6/16	2:59 PM	1375-CORR.OFFICERS	0.00	1	8.33	8.00	0.33	0.00	8.33
	<input type="checkbox"/>	Mon	6/17	6:38 AM	6/17	3:02 PM	1375-CORR.OFFICERS	0.00	1	8.40	8.00	0.40	0.00	8.40
	<input type="checkbox"/>	Tue	6/18	6:38 AM	6/18	3:02 PM	1375-CORR.OFFICERS	0.00	1	8.40	8.00	0.40	0.00	8.40
	<input type="checkbox"/>	Wed	6/19	6:46 AM	6/19	3:00 PM	1375-CORR.OFFICERS	0.00	1	8.23	8.00	0.23	0.00	
	<input type="checkbox"/>	Wed	6/19	7:00 AM	----	----	2428-HOLIDAY-WKED (COMP)	0.00		8.23	0.00	8.23	0.00	16.47
	<input type="checkbox"/>	Thu	6/20	7:00 AM	----	----	1380-CORR. OFFICERS - VAC	0.00		8.00	8.00	0.00	0.00	8.00
									Week 1 Totals:	49.60	40.00	9.60	0.00	49.60
2	<input type="checkbox"/>	Sun	6/23	7:00 AM	----	----	1380-CORR. OFFICERS - VAC	0.00		8.00	8.00	0.00	0.00	8.00
	<input type="checkbox"/>	Mon	6/24	6:47 AM	6/24	3:06 PM	1375-CORR.OFFICERS	0.00	1	8.32	8.00	0.32	0.00	8.32
	<input type="checkbox"/>	Tue	6/25	6:49 AM	6/25	3:00 PM	1375-CORR.OFFICERS	0.00	1	8.18	8.00	0.18	0.00	8.18
	<input type="checkbox"/>	Wed	6/26	6:44 AM	6/26	3:02 PM	1375-CORR.OFFICERS	0.00	1	8.30	8.00	0.30	0.00	8.30
	<input type="checkbox"/>	Thu	6/27	7:00 AM	----	----	1376-CORR. OFFICERS - COMP	0.00		8.00	8.00	0.00	0.00	8.00
	<input type="checkbox"/>	Fri	6/28	6:46 AM	6/28	11:14 AM	1375-CORR.OFFICERS	0.00	1	4.47	0.00	4.47	0.00	4.47
									Week 2 Totals:	45.27	40.00	5.27	0.00	45.27
									Period Totals:	94.87	80.00	14.87	0.00	94.87

to comp 12.7 ECODE
2.17 OT 10.40 OT
4.97 COMP

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1375	CORR.OFFICERS	0.00	56.00	6.63	0.00	
Job Code 1375 Total:			56.00	6.63	0.00	62.63
1376	CORR. OFFICERS - COMP	0.00	8.00	0.00	0.00	
Job Code 1376 Total:			8.00	0.00	0.00	8.00
1380	CORR. OFFICERS - VAC	0.00	16.00	0.00	0.00	
Job Code 1380 Total:			16.00	0.00	0.00	16.00
2428	HOLIDAY-WKED (COMP)	0.00	0.00	8.23	0.00	
Job Code 2428 Total:			0.00	8.23	0.00	8.23
Period Total:			80.00	14.87	0.00	94.87

Management: _____

Employee: [REDACTED]

CORRECTIONS 2
 MONDAY 3:49

ACTUAL TIME
 WORKED

Weekly Time Record NAME: [REDACTED]
 Pay Period: [REDACTED]

DAY	DATE	IN	OUT	Reg Hrs	OT Pay	OT Comp	HW/P	HW/C	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Total
SUN	06/30/24	06:49 AM	03:00 PM	8	0.18										
MON	07/01/24	06:40 AM	03:23 PM	8	0.72										
TUE	07/02/24	06:37 AM	03:02 PM	8	0.42										
WED	07/03/24	06:35 AM	03:01 PM	8	0.43										
THUR	07/04/24	06:37 AM	03:00 PM	8	0.38			8:38							
FRI	07/05/24	OFF													
SAT	07/06/24	OFF													
SUB-TOTAL				40	2.13	0	0	8:38	0	0	0	0	0	0	50.13
DAY	DATE	IN	OUT	Reg Hrs	OT Pay	OT Comp	HW/P	HW/C	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Total
SUN	07/07/24	SICK										8			
MON	07/08/24	SICK										8			
TUE	07/09/24	06:39 AM	03:01 PM	8	0.36										
WED	07/10/24	06:35 AM	03:00 PM	8	0.41										
THUR	07/11/24	06:37 AM	03:00 PM	8	0.38										
FRI	07/12/24	OFF													
SAT	07/13/24	OFF													
SUB-TOTAL				24	1.15	0	0	0	0	0	0	16	0	0	40
TOTAL				64	3.28	0	0	8:38	0	0	0	16	0	0	91.28

Employee Signature: [REDACTED] Date: 7/15/24

Dept Head Signature: [REDACTED] Date: 7/15/24

HW STANDS FOR HOLIDAY WORKED FINW STANDS FOR HOLIDAY NOT WORKED
 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

Corrections 3
 Actual Hours
 worked

Complete Payroll

For the period of 6/16/2024 to 6/29/2024

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

Week	D	Date In	Time In	Date Out	Time Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total	
1	<input type="checkbox"/>	Tue	6/18	10:40 PM	6/19	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.33	7.33	0.00	0.00	Prm 8.60
	<input type="checkbox"/>	Wed	6/19	6:00 AM	6/19	7:16 AM	1375-CORR.OFFICERS	0.00	1	1.27	0.67	0.60	0.00	
	<input type="checkbox"/>	Wed	6/19	10:39 PM	6/20	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.35	7.35	0.00	0.00	Prm 16.83
	<input type="checkbox"/>	Wed	6/19	11:00 PM	----	----	2428-HOLIDAY-WKED (COMP)	0.00		9.48	0.00	9.48	0.00	
	<input type="checkbox"/>	Thu	6/20	6:00 AM	6/20	8:08 AM	1375-CORR.OFFICERS	0.00	1	2.13	2.13	0.00	0.00	Prm 10.67
	<input type="checkbox"/>	Thu	6/20	10:41 PM	6/21	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.32	5.87	1.45	0.00	
	<input type="checkbox"/>	Fri	6/21	6:00 AM	6/21	7:13 AM	1375-CORR.OFFICERS	0.00	1	1.22	0.00	1.22	0.00	
	<input type="checkbox"/>	Fri	6/21	10:44 PM	6/22	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.27	7.27	0.00	0.00	Prm 8.43
	<input type="checkbox"/>	Sat	6/22	6:00 AM	6/22	7:10 AM	1375-CORR.OFFICERS	0.00	1	1.17	0.73	0.43	0.00	
	<input type="checkbox"/>	Sat	6/22	10:46 PM	6/23	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.23	7.23	0.00	0.00	Prm 8.45
	<input type="checkbox"/>	Sun	6/23	6:00 AM	6/23	7:13 AM	1375-CORR.OFFICERS	0.00	1	1.22	0.77	0.45	0.00	
	Week 1 Totals:									52.98	39.35	13.63	0.00	52.98
										<i>40.50</i>	<i>3.50</i>			
	2	<input type="checkbox"/>	Mon	6/24	8:48 AM	6/24	3:11 PM	1375-CORR.OFFICERS	0.00	1	6.38	6.38	0.00	0.00
<input type="checkbox"/>		Tue	6/25	10:41 PM	6/26	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.32	7.32	0.00	0.00	Prm 8.45
<input type="checkbox"/>		Wed	6/26	6:00 AM	6/26	7:08 AM	1375-CORR.OFFICERS	0.00	1	1.13	0.68	0.45	0.00	
<input type="checkbox"/>		Wed	6/26	10:44 PM	6/27	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.27	7.27	0.00	0.00	Prm 8.32
<input type="checkbox"/>		Thu	6/27	6:00 AM	6/27	7:03 AM	1375-CORR.OFFICERS	0.00	1	1.05	0.73	0.32	0.00	
<input type="checkbox"/>		Thu	6/27	10:42 PM	6/28	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.30	7.30	0.00	0.00	Prm 8.35
<input type="checkbox"/>		Fri	6/28	6:00 AM	6/28	7:03 AM	1375-CORR.OFFICERS	0.00	1	1.05	0.70	0.35	0.00	
<input type="checkbox"/>		Fri	6/28	10:47 PM	6/29	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.22	7.22	0.00	0.00	Prm 8.38
<input type="checkbox"/>		Sat	6/29	6:00 AM	6/29	7:10 AM	1375-CORR.OFFICERS	0.00	1	1.17	0.78	0.38	0.00	
<input type="checkbox"/>		Sat	6/29	10:40 PM	6/30	6:00 AM	1375-CORR.OFFICERS	0.30	2	7.33	2.27	5.07	0.00	Prm 8.28
<input type="checkbox"/>	Sun	6/30	6:00 AM	6/30	6:57 AM	1375-CORR.OFFICERS	0.00	1	0.95	0.00	0.95	0.00		
Week 2 Totals:									48.17	40.65	7.52	0.00	48.17	
									<i>40</i>	<i>8.17</i>				
Period Totals:									101.15	80.00	21.15	0.00	101.15	

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1375	CORR.OFFICERS	0.30	66.42	6.52	0.00	72.94 50
1375	CORR.OFFICERS	0.00	13.58	5.15	0.00	
Job Code 1375 Total:			80.00	11.67	0.00	91.67
2428	HOLIDAY-WKED (COMP)	0.00	0.00	9.48	0.00	
Job Code 2428 Total:			0.00	9.48	0.00	9.48
Period Total:			80.00	21.15	0.00	101.15

Management: _____

Employee: [Redacted]

CONDELTIONS 3
MONDAY
349

SCHEDULE

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record NAME: [REDACTED]
Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	OT Pay	OT Comp	HW P	HW C	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Total
SUN	06/30/24														0
MON	07/01/24														0
TUE	07/02/24	11:00 PM	07:00 AM	8											8
WED	07/03/24	11:00 PM	07:00 AM	8											8
THUR	07/04/24	11:00 PM	07:00 AM	8				8							16
FRI	07/05/24	11:00 PM	07:00 AM	8											8
SAT	07/06/24	11:00 PM	11:00 AM	8	4										12
SUB-TOTAL				40	4	0	0	8	0	0	0	0	0	0	52
DAY	DATE	IN	OUT	Reg Hrs	OT PAY	OT COMP	HW P	HW C	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Total
SUN	07/07/24														0
MON	07/08/24														0
TUE	07/09/24	11:00 PM	07:00 AM	8											8
WED	07/10/24	11:00 PM	07:00 AM	8											8
THUR	07/11/24	11:00 PM	07:00 AM	8											8
FRI	07/12/24	11:00 PM	07:00 AM	8											8
SAT	07/13/24	11:00 PM	07:00 AM	8											8
SUB-TOTAL				40	0	0	0	0	0	0	0	0	0	0	40
TOTAL				80	4	0	0	8	0	0	0	0	0	0	92

Date: 7/14/24

Employee Signature: [REDACTED]

Date: 7/15/24

Dept Head Signature: [REDACTED]

HW STANDS FOR HOLIDAY WORKED HNW STANDS FOR HOLIDAY NOT WORKED
COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

NO CONSISTENCY IN DEPT.

CONNECTIONS 3
 TUES 2:20
 ADDED SQUAD
 DIFF
 NO ACCURATE
 TIME

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record
 NAME: [REDACTED]
 Pay Period:

DAY	DATE	IN	OUT	Reg Hrs	OT Pay	OT Comp	HW/P	HW C	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Total	
SUN	06/30/24														0	
MON	07/01/24														0	
TUE	07/02/24	11:00 PM	07:00 AM	8											8	
WED	07/03/24	11:00 PM	07:00 AM	8											8	
THUR	07/04/24	11:00 PM	07:00 AM	8				8							16	
FRI	07/05/24	11:00 PM	07:00 AM	8											8	
SAT	07/06/24	11:00 PM	11:00 AM	8	4										12	
SUB-TOTAL				40	4	0	0	8	0	0	0	0	0	0	52	
DAY	DATE	IN	OUT	Reg Hrs	OT PAY	OT COMP	HW/P	HW C	HNW P	HNW C	Comp used	Sick	Vacation	Personal	Total	
SUN	07/07/24														0	
MON	07/08/24														0	
TUE	07/09/24	11:00 PM	07:00 AM	8											8	
WED	07/10/24	11:00 PM	07:00 AM	8											8	
THUR	07/11/24	11:00 PM	07:00 AM	8											8	
FRI	07/12/24	11:00 PM	07:00 AM	8											8	
SAT	07/13/24	11:00 PM	07:00 AM	8											8	
SUB-TOTAL				40	0	0	0	0	0	0	0	0	0	0	40	
TOTAL				80	4	0	0	8	0	0	0	0	0	0	0	92

Employee Signature: [REDACTED]
 Date: 7/14/24
 shift dif 70 hrs
 \$21.00

Dept Head Signature: [REDACTED]
 Date: 7/15/24

HW STANDS FOR HOLIDAY WORKED HW STANDS FOR HOLIDAY NOT WORKED
COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

3218,13
DISPATCH 1

Complete Payroll

For the period of 6/16/2024 to 6/29/2024

Name: [REDACTED] Number: [REDACTED] Report Code: [REDACTED] Department: 032

Week	D	Date In	Time In	Date Out	Time Out	Job Code	Rate	Shift	Hours	Reg	Ovt1	Ovt2	Day Total	
1	<input type="checkbox"/>	Sun	6/16	2:29 PM	6/16	4:00 PM	1381-COMMUNICATIONS	0.00	1	1.52	1.52	0.00	0.00	
	<input type="checkbox"/>	Sun	6/16	4:00 PM	6/16	10:45 PM	1381-COMMUNICATIONS	0.30	2	6.75	6.48	0.27	0.00	8.27 Prm
	<input type="checkbox"/>	Mon	6/17	6:21 PM	6/17	10:34 PM	1381-COMMUNICATIONS	0.30	2	4.22	4.22	0.00	0.00	4.22 Prm
	<input type="checkbox"/>	Tue	6/18	6:29 PM	6/18	10:35 PM	1381-COMMUNICATIONS	0.30	2	4.10	4.10	0.00	0.00	4.10 Prm
	<input type="checkbox"/>	Wed	6/19	7:11 AM	----	----	1428-5050 - HOLIDAY - WORKED	0.00		11.48	0.00	11.48	0.00	
	<input type="checkbox"/>	Wed	6/19	7:11 AM	6/19	4:00 PM	1381-COMMUNICATIONS	0.00	1	8.82	0.00	8.82	0.00	
	<input type="checkbox"/>	Wed	6/19	4:00 PM	6/19	6:40 PM	1381-COMMUNICATIONS	0.30	2	2.67	0.00	2.67	0.00	22.97 Prm
	<input type="checkbox"/>	Thu	6/20	6:30 AM	6/20	3:01 PM	1381-COMMUNICATIONS	0.00	1	8.52	8.00	0.52	0.00	8.52
	<input type="checkbox"/>	Fri	6/21	6:30 AM	6/21	4:00 PM	1381-COMMUNICATIONS	0.00	1	9.50	8.00	1.50	0.00	
	<input type="checkbox"/>	Fri	6/21	4:00 PM	6/21	6:37 PM	1381-COMMUNICATIONS	0.30	2	2.62	0.00	2.62	0.00	12.12 Prm
	<input type="checkbox"/>	Sat	6/22	2:32 PM	6/22	4:00 PM	1381-COMMUNICATIONS	0.00	1	1.47	1.47	0.00	0.00	
	<input type="checkbox"/>	Sat	6/22	4:00 PM	6/22	10:51 PM	1381-COMMUNICATIONS	0.30	2	6.85	6.53	0.32	0.00	8.32 Prm
	Week 1 Totals:									68.50	40.32	28.18	0.00	68.50
	2	<input type="checkbox"/>	Sun	6/23	2:26 PM	6/23	4:00 PM	1381-COMMUNICATIONS	0.00	1	1.57	1.57	0.00	0.00
<input type="checkbox"/>		Sun	6/23	4:00 PM	6/23	10:44 PM	1381-COMMUNICATIONS	0.30	2	6.73	6.43	0.30	0.00	8.30 Prm
<input type="checkbox"/>		Wed	6/26	2:31 PM	6/26	4:00 PM	1381-COMMUNICATIONS	0.00	1	1.48	1.48	0.00	0.00	
<input type="checkbox"/>		Wed	6/26	4:00 PM	6/26	10:33 PM	1381-COMMUNICATIONS	0.30	2	6.55	6.52	0.03	0.00	8.03 Prm
<input type="checkbox"/>		Thu	6/27	2:31 PM	6/27	4:00 PM	1381-COMMUNICATIONS	0.00	1	1.48	1.48	0.00	0.00	
<input type="checkbox"/>		Thu	6/27	4:00 PM	6/27	10:36 PM	1381-COMMUNICATIONS	0.30	2	6.60	6.52	0.08	0.00	8.08 Prm
<input type="checkbox"/>		Fri	6/28	6:30 AM	6/28	4:00 PM	1381-COMMUNICATIONS	0.00	1	9.50	8.00	1.50	0.00	
<input type="checkbox"/>		Fri	6/28	4:00 PM	6/28	6:40 PM	1381-COMMUNICATIONS	0.30	2	2.67	0.00	2.67	0.00	12.17 Prm
<input type="checkbox"/>		Sat	6/29	2:24 PM	6/29	4:00 PM	1381-COMMUNICATIONS	0.00	1	1.60	1.60	0.00	0.00	
<input type="checkbox"/>		Sat	6/29	4:00 PM	6/29	10:42 PM	1381-COMMUNICATIONS	0.30	2	6.70	6.08	0.62	0.00	8.30 Prm
Week 2 Totals:									44.88	39.68	5.20	0.00	44.88	
Period Totals:									113.38	80.00	33.38	0.00	113.38	

JOB CODE BREAKDOWN

Job Code	Description	Rate	Regular	Overtime 1	Overtime 2	Total
1381	COMMUNICATIONS	0.00	33.12	12.33	0.00	
1381	COMMUNICATIONS	0.30	46.88	9.57	0.00	
Job Code 1381 Total:			80.00	21.90	0.00	101.90
1428	5050 - HOLIDAY - WORKED	0.00	0.00	11.48	0.00	
Job Code 1428 Total:			0.00	11.48	0.00	11.48
Period Total:			80.00	33.38	0.00	113.38

CALCULATES
SHIFT DIFF.

Management: _____

Employee: [REDACTED]

DISPATCH
~~DISPATCHES~~
 TUES 2:20
 ADD TO SACKET
 DUFF
 7/11 WORKS
 TCP WOULD ADD
 7415

SHELBY COUNTY SHERIFF'S OFFICE

Weekly Time Record
 NAME: Ashley Baker
 Pay Period: 6/30/2024 THRU 7/13/2024

DAY	DATE	IN	OUT	Req Hrs	OT Pay	OT Comp	HW/P	HW/C	HNW/P	HNW/C	Comp Used	Sick	Vacation	Personal	Total
SUN	06/30/24	229P	1033P	8											8
MON	07/01/24	off													0
TUE	07/02/24	off													0
WED	07/03/24	vac													8
THUR	07/04/24	vac						8							16
FRI	07/05/24	vac													8
SAT	07/06/24	vac													8
SUB-TOTAL				8	0	0	0	0	8	0	0	0	0	32	48
DAY	DATE	IN	OUT	Req Hrs	OT Pay	OT Comp	HW/P	HW/C	HNW/P	HNW/C	Comp Used	Sick	Vacation	Personal	Total
SUN	07/07/24	vac													8
MON	07/08/24	off													0
TUE	07/09/24	off													0
WED	07/10/24	215P	1035P	8	0.25										8.25
THUR	07/11/24	750A	900A	8	0.25	1									8.25
FRI	07/12/24														0
SAT	07/13/24														0
SUB-TOTAL				9	0.5	0	0	0	0	0	0	0	0	8	24.5
TOTAL				17	0.5	0	0	0	8	0	0	0	40	0	72.5

6:33 = 6.55

6:35 = 6.58

Date: 7-12-24
 shift diff 13.13 hrs
 \$3.94

Employee Signature: [Redacted]
 Dept Head Signature: [Redacted]

Date: 7/15/24

HW STANDS FOR HOLIDAY WORKED HNW STANDS FOR HOLIDAY NOT WORKED
 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

Cash out CT 4.64 ÷ 1.5 = 3.09 hrs
 cash out VO 8 hrs

DISPATCH 1
 Monday
 6/30 = 3.49
 7/10 15 WORKS
 7/11 WORKS
 7/11 WORKS
 1:10 ADDED
 8:15

SHELBY COUNTY SHERIFF'S OFFICE

Weekly Time Record NAME [REDACTED] 07/30/2024 THRU 7/13/2024
 Pay Period:

DAY	DATE	IN	OUT	Reg His	OT Pay	OT Comp	HW/P	HW/C	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Total
SUN	06/30/24	229P	1033P	8											8
MON	07/01/24	off													0
TUE	07/02/24	off													0
WED	07/03/24	vac													8
THUR	07/04/24	vac						8							16
FRI	07/05/24	vac													8
SAT	07/06/24	vac													8
SUB-TOTAL				8	0	0	0	0	8	0	0	0	32	0	48

DAY	DATE	IN	OUT	Reg His	OT PAY	OT COMP	HW/P	HW/C	HNW/P	HNW/C	Comp used	Sick	Vacation	Personal	Total
SUN	07/07/24	vac													8
MON	07/08/24	off													0
TUE	07/09/24	off													0
WED	07/10/24	215P	1035P	8	0.25										8.25
THUR	07/11/24	750A	900A	8	0.25										8.25
FRI	07/12/24														0
SAT	07/13/24														0
SUB-TOTAL				16	0.5	0	0	0	0	0	0	0	8	0	24.5
TOTAL				24	0.5	0	0	0	8	0	0	0	40	0	72.5

Employee Signature: [REDACTED] Date: 7-12-24

Dept Head Signature: [REDACTED] Date: 7/15/24

HW STANDS FOR HOLIDAY WORKED HNW STANDS FOR HOLIDAY NOT WORKED
 COMP TIME REFLECTS ONLY HOURS WORKED AND HAS NOT BEEN FORMULATED TO REFLECT PAY AT TIME AND A HALF
 HOLIDAY WORKED WILL NEED TO FORMULATED TO TIME AND A HALF

Cash out CT 4.64 ÷ 1.5 = 3.09 hrs
 cash out 10.8 hrs

OFFICE STAFF

ERROR MADE ON

HOURLY -

PUT IN COMP OF

INSTEAD OF P.M.

SHELBY COUNTY SHERIFF'S DEPARTMENT

Weekly Time Record

Employee: [REDACTED]

Pay Period: 06/30/24-07/13/24

DAY	DATE	IN	OUT	Reg. Hrs	Over-time	Comp-time	Holiday	Complused	Sick	Vacation	Personal	Total
SUNDAY												
MONDAY	7/1/24	07:55 AM	04:06 PM	8	0.18							8.18
TUESDAY	7/2/24	07:58 AM	04:01 PM	8	0.05							8.05
WEDNESDAY	7/3/24	08:00 AM	04:00 PM	8								8
THURSDAY	7/4/24	Holiday - 4th of July					8					8
FRIDAY	7/5/24							8				8
SATURDAY												8
Sub-Total				24	0.23	0	8	8	0	0	0	40.23
DAY	DATE	IN	OUT	Reg. Hrs	Over-time	Comp-time	Holiday	Complused	Sick	Vacation	Personal	Total
SUNDAY												
MONDAY	7/8/24	08:00 AM	04:00 PM	8								8
TUESDAY	7/9/24	08:00 AM	04:00 PM	8								8
WEDNESDAY	7/10/24	08:00 AM	04:00 PM	8								8
THURSDAY	7/11/24	08:00 AM	04:00 PM	8								8
FRIDAY	7/12/24	08:00 AM	04:00 PM	8								8
SATURDAY												8
Sub-Total				40	0	0	0	0	0	0	0	40
TOTAL				64	0.23	0	8	8	0	0	0	80.23

Employee Signature: [REDACTED]

Date: 7/15/24

Department Head Signature: [REDACTED]

Date: 7/15/24

Comp time reflects only hours worked and has not been formulated to reflect pay at time and a half if holiday column is filled black the employee is requesting comp time instead of pay