

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 1/11/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	12/31/2018		Vacation					7.5		
Tues.	1/1/2019		Holiday							7.5
Wed.	1/2/2019	7:30	-	-	4:00	7.5	(+ no lunch)			
Thur.	1/3/2019	7:30	-	-	5:30	7.5	(+ no lunch & late)			
Fri.	1/4/2019	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						22.5		7.5		7.5

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Holiday Hours
60	0	7.5	0
			7.5

60	0	7.5	0	7.5
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Mon.	1/7/2019	7:30	12:00	1:00	4:00	7.5				
Tues.	1/8/2019	7:30	12:00	1:00	4:00	7.5				
Wed.	1/9/2019	7:30	12:00	12:30	5:00	7.5	(+)			
Thur.	1/10/2019	7:30	12:00	12:30	7:00	7.5	(+)			
Fri.	1/11/2019	7:30	12:00	1:00	4:00	7.5	(+ no lunch)			
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

EMPLOYEE SIGNATURE Janet Mason DATE 1/11/2019

SUPERVISOR SIGNATURE _____ DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 1/25/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	1/14/2019	7:30	12:00	12:30	4:30	7.5	(+)			
Tues.	1/15/2019	7:30	12:00	12:30	4:00	7.5	(+)			
Wed.	1/16/2019	7:30			4:00	7.5	(+)			
Thur.	1/17/2019	7:30			4:30	7.5	(+)			
Fri.	1/18/2019	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75	0	0	0	0

Mon.	1/21/2019	7:30	12:00	1:00	4:30	7.5	+			
Tues.	1/22/2019	7:30	12:00	1:00	5:00	7.5	+			
Wed.	1/23/2019	7:30			4:30	7.5	+			
Thur.	1/24/2019	7:30	12:00	12:30	4:00	7.5	+			
Fri.	1/25/2019	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5	0	0	0	0

FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

"Flex Hours" are reflected under "Regular Hours" as follows:

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.


 EMPLOYEE SIGNATURE 1/25/2019
DATE

SUPERVISOR SIGNATURE _____
DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason

Pay Period End 2/8/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	1/28/2019	7:30	12:00	12:30	4:00	7.5					
Tues.	1/29/2019	7:30	12:00	12:30	4:30	7.5					
Wed.	1/30/2019	7:30	12:00	12:30	4:00	7.5					
Thur.	1/31/2019	7:30			4:00	7.5					
Fri.	2/1/2019	7:30	12:00	12:30	4:00	7.5					
Sat.											
Sun.											
WEEK 1 TOTAL HOURS							37.5	0	0	0	0

Mon.	2/4/2019	7:30	12:00	12:30	4:30	7.5					
Tues.	2/5/2019	7:30	12:00	12:30	4:00	7.5					
Wed.	2/6/2019	7:30	12:30	1:00	4:00	7.5					
Thur.	2/7/2019	7:30	12:00	12:30	4:00	7.5					
Fri.	2/8/2019	7:30			4:00	7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							37.5	0	0	0	0

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Hours
75	0	0	0

75	0	0	0	0
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"Flex Hours" are reflected under "Regular Hours" as follows:			
FLEX HOURS			
	EARNED	USED	BALANCE
Week 1			
Week 2			

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.


 EMPLOYEE SIGNATURE

2/8/2019
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason

Pay Period End 2/22/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	2/11/2019	7:30	12:00	12:30	4:00	7.5					
Tues.	2/12/2019		Holiday							7.5	
Wed.	2/13/2019	7:30	12:00	12:30	4:00	7.5					
Thur.	2/14/2019	7:30	12:00	12:30	4:00	7.5					
Fri.	2/15/2019	7:30	12:00	12:30	4:00	7.5					
Sat.											
Sun.											
WEEK 1 TOTAL HOURS							30	0	0	0	7.5

Mon.	2/18/2019		Holiday							7.5	
Tues.	2/19/2019	7:30	12:00	12:30	4:00	7.5					
Wed.	2/20/2019	7:30	12:00	1:00	4:00	7.5					
Thur.	2/21/2019	7:30	12:00	12:30	4:00	7.5					
Fri.	2/22/2019	7:30	12:00	1:00	4:00	7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							30	0	0	0	7.5

GRAND TOTAL HOURS USED					
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours	Holiday Hours
60	0	0	0	0	15

"Flex Hours" are reflected under "Regular Hours" as follows:			
FLEX HOURS			
	EARNED	USED	BALANCE
Week 1			
Week 2			

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.


 EMPLOYEE SIGNATURE

2/22/2019
 DATE

SUPERVISOR SIGNATURE _____
 DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 3/8/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	2/25/2019	7:30			6:00	7.5					
Tues.	2/26/2019	7:30			5:00	7.5					
Wed.	2/27/2019	7:30			4:00	7.5					
Thur.	2/28/2019	7:30			4:30	7.5					
Fri.	3/1/2019	7:30			4:15	7.5					
Sat.											
Sun.											
WEEK 1 TOTAL HOURS							37.5	0	0	0	0

Mon.	3/4/2019	7:30			4:30	7.5					
Tues.	3/4/2019	7:30			5:00	7.5					
Wed.	3/5/2019	7:30			4:00	7.5					
Thur.	3/7/2019	7:30			4:00	7.5					
Fri.	3/8/2019	7:30			4:00	7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							37.5	0	0	0	0

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
75	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Janet Mason
 EMPLOYEE SIGNATURE

3/8/2019
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 3/22/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	3/11/2019					7.5					
Tues.	3/12/2019					7.5					
Wed.	3/13/2019					7.5					
Thur.	3/14/2019					7.5					
Fri.	3/15/2019					7.5					
Sat.											
Sun.											
WEEK 1 TOTAL HOURS							37.5	0	0	0	0

Mon.	3/18/2019					7.5					
Tues.	3/19/2019					7.5					
Wed.	3/20/2019					7.5					
Thur.	3/21/2019					7.5					
Fri.	3/22/2019					7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							37.5	0	0	0	0

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75	0	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.


 EMPLOYEE SIGNATURE

3/22/2019
 DATE

SUPERVISOR SIGNATURE _____
 DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason

Pay Period End 4/5/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	3/11/2019					7.5					
Tues.	3/12/2019					7.5					
Wed.	3/13/2019					7.5					
Thur.	3/14/2019					7.5					
Fri.	3/15/2019					7.5					
Sat.											
Sun.											
WEEK 1 TOTAL HOURS							37.5	0	0	0	0

Mon.	3/18/2019					7.5					
Tues.	3/19/2019					7.5					
Wed.	3/20/2019					7.5					
Thur.	3/21/2019					7.5					
Fri.	3/22/2019					7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							37.5	0	0	0	0

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75	0	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Employee Signature: Janet Mason DATE: 4/5/2019
 Supervisor Signature: [Signature] DATE: 4-5-19

Loyal County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 4/19/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	4/8/2019					7.5				
Tues.	4/9/2019					7.5				
Wed.	4/10/2019					7.5				
Thur.	4/11/2019					7.5				
Fri.	4/12/2019					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0

Mon.	4/15/2019					7.5				
Tues.	4/16/2019					7.5				
Wed.	4/17/2019					7.5				
Thur.	4/18/2019					7.5				
Fri.	4/19/2019									7.5
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						30	0	0	0	7.5

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
67.5	0	0	0	7.5

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Janet Mason
EMPLOYEE SIGNATURE

4/19/2019
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 5/3/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	4/22/19					7.5				
Tues.	4/23/19					7.5				
Wed.	4/24/19					7.5				
Thur.	4/25/19					7.5				
Fri.	4/26/19					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0


Mon.	4/29/19					7.5				
Tues.	4/30/19					7.5				
Wed.	5/1/19					7.5				
Thur.	5/2/19					7.5				
Fri.	5/3/19					7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5	0	0	0	0

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75	0	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:

FLEX HOURS	
EARNED	USED
Week 1	
Week 2	

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.



 EMPLOYEE SIGNATURE 5/3/2019

 DATE DATE

 SUPERVISOR SIGNATURE DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 6/14/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	6/3/19					7.5					
Tues.	6/4/19					7.5					
Wed.	6/5/19					7.5					
Thur.	6/6/19					7.5					
Fri.	6/7/19					7.5					
Sat.											
Sun.											
WEEK 1 TOTAL HOURS							37.5	0	0	0	0

Mon.	6/10/19					7.5					
Tues.	6/11/19					7.5					
Wed.	6/12/19					7.5					
Thur.	6/13/19					7.5					
Fri.	6/14/19					7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							37.5	0	0	0	0

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75	0	37.5	0	0

75	0	37.5	0	0
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(Cash in 37.5 vacation hours)
Janet Mason

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Janet Mason
 EMPLOYEE SIGNATURE

6/14/2019
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 6/28/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/17/19					7.5				
Tues.	6/18/19					7.5				
Wed.	6/19/19					7.5				
Thur.	6/20/19					7.5				
Fri.	6/21/19					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0

Mon.	6/24/19					7.5				
Tues.	6/25/19					7.5				
Wed.	6/26/19					7.5				
Thur.	6/27/19					7.5				
Fri.	6/28/19					7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5	0	0	0	0

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75	0	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Janet Mason
EMPLOYEE SIGNATURE

6/28/2019
DATE

SUPERVISOR SIGNATURE

DATE

Sugar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 7/12/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	7/1/19		Vacation					7.5			
Tues.	7/2/19		Vacation					7.5			
Wed.	7/3/19		Vacation					7.5			
Thur.	7/4/19		Holiday							7.5	
Fri.	7/5/19					7.5					
Sat.											
Sun.											
WEEK 1 TOTAL HOURS							7.5	0	22.5	0	7.5

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
45	0	22.5	0	7.5

Mon.	7/8/19					7.5					
Tues.	7/9/19					7.5					
Wed.	7/10/19					7.5					
Thur.	7/11/19					7.5					
Fri.	7/12/19					7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							37.5	0	0	0	0

FLEX HOURS			
	EARNED	USED	BALANCE
Week 1			
Week 2			

"Flex Hours" are reflected under "Regular Hours" as follows:

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Janet Mason
 EMPLOYEE SIGNATURE

7/12/2019
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 7/12/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	7/15/19					7.5					
Tues.	7/16/19					7.5					
Wed.	7/17/19					7.5					
Thur.	7/18/19					7.5					
Fri.	7/19/19					7.5					
Sat.											
Sun.	Worked Fair - 2 hrs.										
WEEK 1 TOTAL HOURS							37.5	0	0	0	0

Mon.	7/22/19					7.5					
Tues.	7/23/19					7.5					
Wed.	7/24/19					7.5					
Thur.	7/25/19					7.5					
Fri.	7/26/19					7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							37.5	0	0	0	0

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75	0	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
BALANCE		
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.


 JOYEE SIGNATURE 7/26/2019
 DATE

 FOR SIGNATURE DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 8/9/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	7/29/19					7.5				
Tues.	7/30/19					7.5				
Wed.	7/31/19					7.5				
Thur.	8/1/19					7.5				
Fri.	8/2/19					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0

Mon.	8/5/19					7.5				
Tues.	8/6/19					7.5				
Wed.	8/7/19					7.5				
Thur.	8/8/19					7.5				
Fri.	8/9/19					7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5	0	0	0	0

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Hours
75	0	0	0

75	0	0	0	0
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"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Janet Mason
 EMPLOYEE SIGNATURE

8/9/2019
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee: Janet Mason Pay Period End: 8/23/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	8/12/19					7.5				
Tues.	8/13/19					7.5				
Wed.	8/14/19					7.5				
Thur.	8/15/19					7.5				
Fri.	8/16/19					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0

Mon.	8/19/19					7.5				
Tues.	8/20/19					7.5				
Wed.	8/21/19					7.5				
Thur.	8/22/19					7.5				
Fri.	8/23/19					7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5	0	0	0	0

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Holiday Hours
75	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
BALANCE		
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.


 EMPLOYEE SIGNATURE DATE 8/23/2019

SUPERVISOR SIGNATURE DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 9/6/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	8/26/19					7.5					
Tues.	8/27/19					7.5					
Wed.	8/28/19					7.5					
Thur.	8/29/19					7.5					
Fri.	8/30/19								7.5		
Sat.											
Sun.											
WEEK 1 TOTAL HOURS						30	0	0	0	7.5	0

Mon.	9/2/19										
Tues.	9/3/19					7.5					
Wed.	9/4/19					7.5					
Thur.	9/5/19					7.5					
Fri.	9/6/19					7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS						30	0	0	0	7.5	7.5

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
60	0	0	7.5	7.5

60	0	0	7.5	7.5
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"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

EMPLOYEE SIGNATURE DATE 9/6/2019

SUPERVISOR SIGNATURE _____ DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 9/20/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	9/9/19					7.5					
Tues.	9/10/19					7.5					
Wed.	9/11/19					7.5					
Thur.	9/12/19					7.5					
Fri.	9/13/19					7.5					
Sat.											
Sun.											
WEEK 1 TOTAL HOURS							37.5	0	0	0	0

Mon.	9/16/19					7.5					
Tues.	9/17/19					7.5					
Wed.	9/18/19					7.5					
Thur.	9/19/19					7.5					
Fri.	9/20/19					7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							37.5	0	0	0	0

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75	0	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:

FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Janet Mason
 EMPLOYEE SIGNATURE

9/20/2019
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 10/4/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	9/23/19					7.5				
Tues.	9/24/19					7.5				
Wed.	9/25/19					7.5				
Thur.	9/26/19					7.5				
Fri.	9/27/19					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0

Mon.	9/30/19					7.5				
Tues.	10/1/19					7.5				
Wed.	10/2/19								7.5	
Thur.	10/3/19								7.5	
Fri.	10/4/19					7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						22.5	0	0	15	0

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
60	0	0	15
0	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Janet Mason
 EMPLOYEE SIGNATURE

10/4/2019
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 11/1/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	10/21/19					7.5					
Tues.	10/22/19							7.5			
Wed.	10/23/19							7.5			
Thur.	10/24/19							7.5			
Fri.	10/25/19							7.5			
Sat.											
Sun.											
WEEK 1 TOTAL HOURS							7.5	0	30	0	0

Mon.	10/28/19					7.5					
Tues.	10/29/19					7.5					
Wed.	10/30/19					7.5					
Thur.	10/31/19					7.5					
Fri.	11/1/19					7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS							37.5	0	0	0	0

GRAND TOTAL HOURS USED					
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours	
45	0	30	0	0	0

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

 EMPLOYEE SIGNATURE 11/1/2019
 DATE

 SUPERVISOR SIGNATURE DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 11/15/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	11/4/19					7.5				
Tues.	11/5/19					7.5				
Wed.	11/6/19					7.5				
Thur.	11/7/19					7.5				
Fri.	11/8/19					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0

Mon.	11/11/19									
Tues.	11/12/19					7.5				
Wed.	11/13/19					7.5				
Thur.	11/14/19					7.5				
Fri.	11/15/19					7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						30	0	0	0	7.5

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
67.5	0	0	7.5

FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

"Flex Hours" are reflected under "Regular Hours" as follows:

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.



 DATE 11/15/2019

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 11/29/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	11/18/19					7.5				
Tues.	11/19/19					7.5				
Wed.	11/20/19					7.5				
Thur.	11/21/19					7.5				
Fri.	11/22/19					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
60	0	0	15

Mon.	11/25/19					7.5				
Tues.	11/26/19					7.5				
Wed.	11/27/19					7.5				
Thur.	11/28/19									7.5
Fri.	11/29/19									7.5
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						22.5	0	0	0	15

"Flex Hours" are reflected under "Regular Hours" as follows:

FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

Janet Mason
EMPLOYEE SIGNATURE

11/29/2019
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason

Pay Period End 12/13/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	12/2/19					7.5				
Tues.	12/3/19					7.5				
Wed.	12/4/19					7.5				
Thur.	12/5/19					7.5				
Fri.	12/6/19					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0


Mon.	12/9/19					7.5				
Tues.	12/10/19					7.5				
Wed.	12/11/19					7.5				
Thur.	12/12/19					7.5				
Fri.	12/13/19					7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5	0	0	0	0

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
75	0	0	0

75	0	0	0
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"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.


 EMPLOYEE SIGNATURE

12/13/2019
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 12/27/2019

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	12/16/19					7.5				
Tues.	12/17/19					7.5				
Wed.	12/18/19					7.5				
Thur.	12/19/19					7.5				
Fri.	12/20/19					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5	0	0	0	0

Mon.	12/23/19							7.5		
Tues.	12/24/19									7.5
Wed.	12/25/19									7.5
Thur.	12/26/19							7.5		
Fri.	12/27/19							7.5		
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						0	0	22.5	0	15

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Holiday Hours
37.5	0	22.5	0

37.5	0	22.5	0	15
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"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1		
Week 2		

I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

EMPLOYEE SIGNATURE Janet Mason
 SUPERVISOR SIGNATURE [Signature]
 DATE 12/27/19