

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason

Pay Period End 1/10/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	12/30/19					7.5				
Tues.	12/31/19					7.5				
Wed.	1/1/20		Holiday							7.5
Thur.	1/2/20					7.5				
Fri.	1/3/20					7.5				
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						30	0	0	0	7.5

Mon.	1/6/20					7.5				
Tues.	1/7/20					7.5				
Wed.	1/8/20					7.5				
Thur.	1/9/20					7.5				
Fri.	1/10/20					7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						37.5	0	0	0	0

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

1/10/2020  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason

Pay Period End 1/24/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	1/13/20					7.5				
Tues.	1/14/20					7.5				
Wed.	1/15/20					7.5				
Thur.	1/16/20					7.5				
Fri.	1/17/20					7.5				
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Mon.	1/20/20					7.5				
Tues.	1/21/20					7.5				
Wed.	1/22/20					7.5				
Thur.	1/23/20					7.5				
Fri.	1/24/20					7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

1/24/2020  
 DATE

\_\_\_\_\_  
 SUPERVISOR SIGNATURE

\_\_\_\_\_  
 DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 2/7/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	1/27/20					7.5				
Tues.	1/28/20					7.5				
Wed.	1/29/20					7.5				
Thur.	1/30/20					7.5				
Fri.	1/31/20					7.5				
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Mon.	2/3/20					7.5				
Tues.	2/4/20					7.5				
Wed.	2/5/20					7.5				
Thur.	2/6/20					7.5				
Fri.	2/7/20					7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

"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 2/7/2020

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 2/21/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	2/10/20					7.5				
Tues.	2/11/20					7.5				
Wed.	2/12/20	HOLIDAY								7.5
Thur.	2/13/20					7.5				
Fri.	2/14/20					7.5				
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7.5</b>

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

Mon.	2/17/20	HOLIDAY								7.5
Tues.	2/18/20					7.5				
Wed.	2/19/20					7.5				
Thur.	2/20/20					7.5				
Fri.	2/21/20					7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7.5</b>

"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 2/21/2020
  
 DATE DATE

\_\_\_\_\_
   
 SUPERVISOR SIGNATURE DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 3/6/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	2/24/20					7.5				
Tues.	2/25/20					7.5				
Wed.	2/26/20					7.5				
Thur.	2/27/20					7.5				
Fri.	2/28/20					7.5				
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

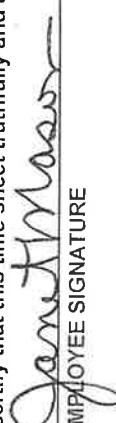
Mon.	3/2/20					7.5				
Tues.	3/3/20					7.5				
Wed.	3/4/20					7.5				
Thur.	3/5/20					7.5				
Fri.	3/6/20					7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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 3/6/2020  
 DATE  
 SUPERVISOR SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 3/20/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	3/9/20					7.5					
Tues.	3/10/20					7.5					
Wed.	3/11/20					7.5					
Thur.	3/12/20					7.5					
Fri.	3/13/20					7.5					
Sat.											
Sun.											
<b>WEEK 1 TOTAL HOURS</b>							<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Mon.	3/16/20														
Tues.	3/17/20					7.5									
Wed.	3/18/20					7.5									
Thur.	3/19/20					7.5									
Fri.	3/20/20					7.5									
Sat.															
Sun.															
<b>WEEK 2 TOTAL HOURS</b>											<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

3/20/2020  
 DATE

\_\_\_\_\_  
 SUPERVISOR SIGNATURE

\_\_\_\_\_  
 DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason Pay Period End 3-20-20

Overtime

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.										
Tues.										
Wed.										
Thur.										
Fri.										
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>										

Mon.										
Tues.	3/17	4:00			6:00	2				
Wed.	3/18	4:00			6:00	2				
Thur.	3/19	4:00			5:30	1.5				
Fri.	3/20	4:00			4:30	.5				
Sat.	3/21	10:00			2:00	4				
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						10				

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
10			

"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 J. Mason DATE 3-20-20  
 SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason

Pay Period End 4/3/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	3/23/20					7.5					
Tues.	3/24/20					7.5					
Wed.	3/25/20					7.5					
Thur.	3/26/20					7.5					
Fri.	3/27/20					7.5					
Sat.											
Sun.											
<b>WEEK 1 TOTAL HOURS</b>							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.	3/30/20					7.5				
Tues.	3/31/20					7.5				
Wed.	4/1/20					7.5				
Thur.	4/2/20					7.5				
Fri.	4/3/20					7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>							37.5	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

4/3/2020  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE



# Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason

Pay Period End 4-3-20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regist. Hrs	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	3/23	4:00			5:00	1.5	(1/2 hr. lunch)			
Tues.	3/24	4:00			4:30	1	(1/2 " "			
Wed.	3/25									
Thur.	3/26	4:00			6:00	2.5	(1/2 " "			
Fri.	3/27	4:00			5:00	1.5	(1/2 " "			
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>6.5</b>				

Overtime

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
13.5			


13.5			
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Mon.	3/30	4:00			7:00	3.5	(1/2 hr. lunch)			
Tues.										
Wed.	4/1	4:00			6:00	2				
Thur.	4/2									
Fri.	4/3	4:00			5:00	1.5	(1/2 hr. lunch)			
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>7</b>				

"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 4-3-20


  
 SUPERVISOR SIGNATURE  
 DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 4/17/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	4/6/20					7.5				
Tues.	4/7/20					7.5				
Wed.	4/8/20					7.5				
Thur.	4/9/20					7.5				
Fri.	4/10/20		Holiday							7.5
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						30	0	0	0	7.5

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
48	0	0	0	7.5
<del>67.5</del>	0	0	0	7.5

*Covid = 19.5 hrs.*

Mon.	4/13/20					7.5				
Tues.	4/14/20		Covid-19			7.5				
Wed.	4/15/20					7.5				
Thur.	4/16/20		Covid-19			7.5				
Fri.	4/17/20	9:00	12:00		Covid -19 (4.5 hrs.)	7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						37.5	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

4/17/2020  
 DATE

\_\_\_\_\_  
 SUPERVISOR SIGNATURE

\_\_\_\_\_  
 DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason Pay Period End 4-17-20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	4/6	4:00	---	---	4:30	1	(1/2)	h. lunch		
Tues.	4/7	4:00	---	---	5:00	1.5	(1/2)	"	"	
Wed.	4/8									
Thur.	4/9	4:00	---	---	5:00	1.5	(1/2)	"	"	
Fri.	4/10									
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>4</b>				

Overtime

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Hours
18			

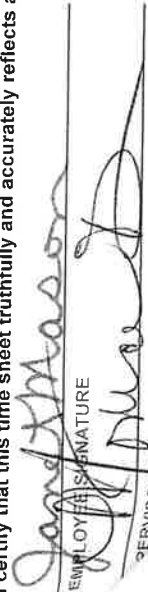
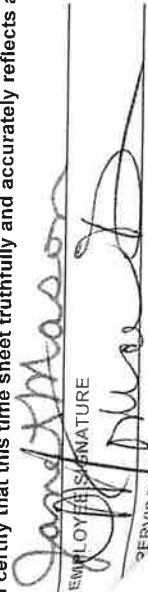
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Mon.	4/13	4:00	---	---	7:00	3.5	(1/2)	h. lunch		
Tues.	4/14	4:00	---	---	6:00	2.5	(1/2)	"	"	
Wed.	4/15	4:00	---	---	6:00	2.5	(1/2)	"	"	
Thur.	4/16	4:00	---	---	5:00	1				
Fri.	4/17	4:00	---	---	4:30	.5				
Sat.	4/18	9:00	---	---	1:00	4				
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>14</b>				

"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.


  
 EMPLOYER SIGNATURE \_\_\_\_\_ DATE 4-17-20
  

  
 SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 4/17/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	4/20/20					7.5				
Tues.	4/21/20		Covid-19			7.5				
Wed.	4/22/20					7.5				
Thur.	4/23/20		Covid-19			7.5				
Fri.	4/24/20	12:00	3:30	Covid-19 (4 hrs.)		7.5				
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						37.5	0	0	0	0

Mon.	4/27/20					7.5				
Tues.	4/28/20		Covid-19			7.5				
Wed.	4/29/20					7.5				
Thur.	4/30/20	10:00	1:00	Covid-19 (4.5 hrs.)		7.5				
Fri.	5/1/20		Covid-19			7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						37.5	0	0	0	0

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
36.5	0	0	0	0
<del>75</del>	0	0	0	0

Covid - 38.5 hrs.

"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 5/1/2020
  
 DATE

SUPERVISOR SIGNATURE \_\_\_\_\_
   
 DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason Pay Period End 5-1-20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Reg. Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	4/20	4:00	---	---	5:00	1.5	(1/2 hr. lunch)			
Tues.	4/21	4:00	---	---	4:30	.5				
Wed.	4/22	4:00	---	---	5:00	1.5	(1/2)	"	"	
Thur.	4/23	4:00	---	---	6:00	2.5	(1/2)	"	"	
Fri.	4/24	4:00	---	---	5:00	1.5	(1/2)	"	"	
Sat.	4/25	10:00	---	---	11:00	1				
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>8.5</b>				

Overtime

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
18.5				

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Reg. Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	4/27	4:00	---	---	5:00	1				
Tues.	4/28	4:00	---	---	7:00	3				
Wed.	4/29	4:00	---	---	6:00	2.5	(1/2 hr. lunch)			
Thur.	4/30	4:00	---	---	6:00	2				
Fri.	5/1	4:00	---	---	5:00	1.5	(1/2)	"	"	
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>10</b>				

"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.

EMPLOYER SIGNATURE J. Mason DATE 5-1-20

SUPERVISOR SIGNATURE [Signature] DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason

Pay Period End 5/15/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	5/4/20					7.5				
Tues.	5/5/20		Covid-19			7.5				
Wed.	5/6/20					7.5				
Thur.	5/7/20					7.5				
Fri.	5/8/20					7.5				
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
60	0	0	0	0
75	0	0	0	0

*Covid = 15 hrs.*

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	5/11/20					7.5				
Tues.	5/12/20		Covid-19			7.5				
Wed.	5/13/20					7.5				
Thur.	5/14/20					7.5				
Fri.	5/15/20					7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

"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.

*Janet Mason*  
EMPLOYEE SIGNATURE

5/15/2020  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason Pay Period End 5-15-20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	5/4	4:00	---	---	6:00	2				
Tues.	5/5	4:00	---	---	7:00	3.5	(1/2 hr. lunch)			
Wed.	5/6	4:00	---	---	6:00	2				
Thur.	5/7	4:00	---	---	5:30	2	(1/2 " "		" "	
Fri.	5/8	4:00	---	---	4:30	.5				
Sat.	5/9	9:00	---	---	12:00	3				
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>13</b>				

Overtime

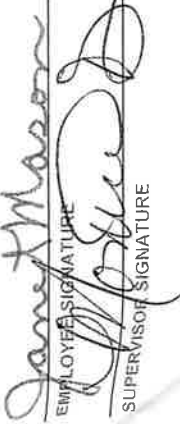
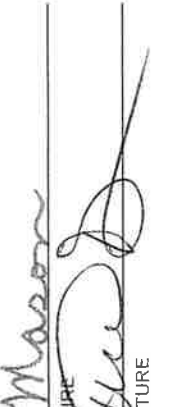
GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
27.5			

27.5			
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Mon.	5/11	4:00	---	---	5:00	1.5	(1/2 hr. lunch)			
Tues.	5/12	4:00	---	---	6:00	2				
Wed.	5/13	4:00	---	---	7:00	3				
Thur.	5/14	4:00	---	---	6:00	2.5	(1/2 hr. lunch)			
Fri.	5/15	4:00	---	---	4:30	1	(1/2 " "		" "	
Sat.	5/16	11:00	---	---	3:30	4.5				
Sun.	5/17									
<b>WEEK 2 TOTAL HOURS</b>						<b>14.5</b>				

"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 5-15-20
  

  
 SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 5/29/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	5/18/20					7.5					
Tues.	5/19/20					7.5					
Wed.	5/20/20					7.5					
Thur.	5/21/20					7.5					
Fri.	5/22/20					7.5					
Sat.											
Sun.											
<b>WEEK 1 TOTAL HOURS</b>							37.5	0	0	0	0

Mon.	5/25/20										
Tues.	5/26/20					7.5					
Wed.	5/27/20					7.5					
Thur.	5/28/20					7.5					
Fri.	5/29/20					7.5					
Sat.											
Sun.											
<b>WEEK 2 TOTAL HOURS</b>							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 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.

Janet Mason  
EMPLOYEE SIGNATURE

5/29/2020  
DATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE



# Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason

Pay Period End 5-29-20

Overtime

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Reg. Hours	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	5/18	4:00			5:30	2	(1/2 hr. lunch)			
Tues.	5/19	4:00			6:00	2				
Wed.	5/20	4:00			6:30	3	(1/2 " "		" "	
Thur.	5/21	4:00			4:30	.5				
Fri.	5/22	4:00			5:30	2	(1/2 " "		" "	
Sat.	5/23	4:00			3:00	2				
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>11.5</b>				

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
12.5			

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Mon.	5/25									
Tues.	5/26									
Wed.	5/27									
Thur.	5/28									
Fri.	5/29									
Sat.	5/31	10:00			11:00	1				
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>1</b>				

"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 J. Mason DATE 5-29-20  
 SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason

Pay Period End 6/12/2020

*ms*

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	6/1/20					7.5					
Tues.	6/2/20					7.5					
Wed.	6/3/20					7.5					
Thur.	6/4/20					7.5					
Fri.	6/5/20					7.5					
Sat.											
Sun.											
<b>WEEK 1 TOTAL HOURS</b>							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.	6/8/20					7.5					
Tues.	6/9/20					7.5					
Wed.	6/10/20					7.5					
Thur.	6/11/20					7.5					
Fri.	6/12/20					7.5					
Sat.											
Sun.											
<b>WEEK 2 TOTAL HOURS</b>							37.5	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.

EMPLOYEE SIGNATURE Janet Mason DATE 6/12/2020  
 SUPERVISOR SIGNATURE [Signature] DATE 6/12/20

# Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason Pay Period End 6-12-20

Overtime

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Reg. Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/1	4:00			6:00	2.5	(1/2 hr. lunch)			
Tues.	6/2	4:00			7:00	3.5	(1/2 "		"	
Wed.	6/3	4:00			6:30	3	(1/2 "		"	
Thur.	6/4	4:00			6:00	2				
Fri.	6/5	4:00			5:30	1.5				
Sat.	6/6	9:00			12:00	3				
Sun.	6/7	2:00			3:00	1				
<b>WEEK 1 TOTAL HOURS</b>						<b>16.5</b>				

Mon.	6/8	4:00			5:30	2	(1/2 hr. lunch)			
Tues.	6/9	4:00			6:00	2.5	(1/2 "		"	
Wed.	6/10	4:00			5:00	1.5	(1/2 "		"	
Thur.	6/11	4:00			6:30	3	(1/2 "		"	
Fri.	6/12	4:00			5:00	1.5	(1/2 "		"	
Sat.	6/13	9:00			1:00	4				
Sun.	6/14	2:00			4:00	2				
<b>WEEK 2 TOTAL HOURS</b>						<b>16.5</b>				

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Holiday Hours
33			

"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 J. Mason DATE 6-12-20  
 SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

*msd*

Employee Janet Mason Pay Period End 6/26/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/15/2020	7:30	12:00	1:00	4:00	7.5				
Tues.	6/16/2020	7:30	12:00	1:00	4:00	7.5				
Wed.	6/17/2020	7:30	12:00	1:00	4:00	7.5				
Thur.	6/18/2020	7:30	12:00	1:00	4:00	7.5				
Fri.	6/19/2020	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						37.5 ✓				

Mon.	6/22/2020	7:30	12:00	1:00	4:00	7.5				
Tues.	6/23/2020	7:30	12:00	1:00	4:00	7.5				
Wed.	6/24/2020	7:30	12:00	1:00	4:00	7.5				
Thur.	6/25/2020	7:30	12:00	1:00	4:00	7.5				
Fri.										
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						37.5 ✓				

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

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"Flex Hours" are reflected under "Regular Hours" as follows:			
FLEX HOURS			
	EARNED	USED	BALANCE
Week 1			0
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 6/25/2020  
 EMPLOYEE SIGNATURE DATE

\_\_\_\_\_  
 SUPERVISOR SIGNATURE DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee J. Masor Pay Period End 6-26-20

Overtime

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/15	4:00			5:00	1.5	(1/2)	m. lunch		
Tues.	6/16	4:00			5:00	1.5	(1/2)	m. lunch		
Wed.	6/17	4:00			6:00	2.5	(1/2)	"	"	
Thur.	6/18	4:00			5:00	1.5	(1/2)	"	"	
Fri.	6/19									
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>7</b>				

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Holiday Hours
7			

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/22									
Tues.	6/23									
Wed.	6/24									
Thur.	6/25									
Fri.	6/26									
Sat.	6/27									
Sun.										
<b>WEEK 2 TOTAL HOURS</b>										

"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.

J. Masor EMPLOYER SIGNATURE DATE 6-26-20  
[Signature] SUPERVISOR SIGNATURE DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 7/10/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/29/20					7.5				
Tues.	6/30/20					7.5				
Wed.	7/1/20					7.5				
Thur.	7/2/20					7.5				
Fri.	7/3/20									7.5
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7.5</b>

Mon.	7/6/20					7.5				
Tues.	7/7/20					7.5				
Wed.	7/8/20					7.5				
Thur.	7/9/20					7.5				
Fri.	7/10/20					7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
67.5	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.

  
 EMPLOYEE SIGNATURE 7/10/20  
 DATE ~~6/12/2020~~

SUPERVISOR SIGNATURE \_\_\_\_\_  
 DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 7/24/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	7/13/20					7.5				
Tues.	7/14/20					7.5				
Wed.	7/15/20					7.5				
Thur.	7/16/20					7.5				
Fri.	7/17/20					7.5				
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>						37.5	0	0	0	0

Mon.	7/20/20					7.5				
Tues.	7/21/20					7.5				
Wed.	7/22/20					7.5				
Thur.	7/23/20					7.5				
Fri.	7/24/20					7.5				
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						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 7/24/2020  
 SUPERVISOR SIGNATURE [Signature] DATE 7/24/2020

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason Pay Period End: 8/7/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	7/25/2020									
Sun.	7/26/2020									
Mon.	7/27/2020					7.5				
Tues.	7/28/2020					7.5				
Wed.	7/29/2020					7.5				
Thur.	7/30/2020					7.5				
Fri.	7/31/2020					7.5				
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>				

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

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	8/1/2020									
Sun.	8/2/2020									
Mon.	8/3/2020					7.5				
Tues.	8/4/2020					7.5				
Wed.	8/5/2020					7.5				
Thur.	8/6/2020					7.5				
Fri.	8/7/2020					7.5				
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>				

"Comp Hours" are reflected under "Regular Hours" as follows:		
COMP 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.

DATE 8/7/2020

DATE 8/7/20

EMPLOYEE SIGNATURE Janet Mason

SUPERVISOR SIGNATURE [Signature]

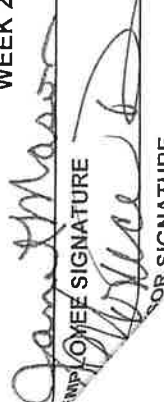
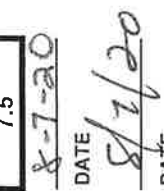


# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

Employee Name Janet Mason Pay Period End 8/7/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	7/25/2020							
Sun.	7/26/2020	10:30			1:00	2.5	Worked on grant and scheduling contact tracers	
Mon.	7/27/2020	4:00			5:30	2	(1/2 hr. lunch) Business Plans / Contact Tracing plan	
Tues.	7/28/2020	4:00			5:00	1	Business Plans / Contact Tracing Scheduling	
Wed.	7/29/2020	4:00			5:30	1.5	Business Plans / Contact Tracing Scheduling	
Thur.	7/30/2020	4:00			5:30	2	(1/2 hr. lunch) Contact Tracing Scheduling	
Fri.	7/31/2020							
<b>WEEK 1 TOTAL HOURS</b>							<b>9</b>	
<b>GRAND TOTAL HOURS USED</b>							<b>16.5</b>	

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	8/1/2020							
Sun.	8/2/2020							
Mon.	8/3/2020	4:00			6:00	2.5	(1/2 hr. lunch) Contact Tracing Scheduling & Business Calls	
Tues.	8/4/2020	4:00			6:00	2.5	(1/2 hr. lunch) District 95 School Plans - notifications	
Wed.	8/5/2020	4:00			4:30	1	(1/2/ hr. lunch) Schools	
Thur.	8/6/2020	4:00			5:00	1.5	(1/2 hr. lunch) Grant Overtime Tracking	
Fri.	8/7/2020							
<b>WEEK 2 TOTAL HOURS</b>							<b>7.5</b>	


  
 EMPLOYEE SIGNATURE DATE 8-7-20
  

  
 SUPERVISOR SIGNATURE DATE 8/7/20

# Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason Pay Period End 7-10-20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/29									
Tues.	6/30									
Wed.	7/1									
Thur.	7/2									
Fri.	7/3									
Sat.										
Sun.										
<b>WEEK 1 TOTAL HOURS</b>										

Overtime

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
14.5			

Mon.	7/6	4:00			7:00	3				
Tues.	7/7	4:00			6:30	3		(1/2 hr. lunch)		
Wed.	7/8	4:00			7:00	3				
Thur.	7/9	4:00			6:00	2.5		(1/2 " "		
Fri.	7/10	4:00			5:00	1				
Sat.	7/11	10:00			12:00	2				
Sun.	7/12									
<b>WEEK 2 TOTAL HOURS</b>						14.5				

"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: J. Mason DATE: 7-10-20  
 Supervisor Signature: [Signature] DATE: 7/10/20

# Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason Pay Period End 7-24-20

Overtime

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Holiday Hours
16			

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	7/13	4:00			4:30	1	(1/2 hr. lunch)			
Tues.	7/14	4:00			5:00	1				
Wed.	7/15	4:00			5:30	2	(1/2)	"	"	
Thur.	7/16	4:00			5:00	1.5	(1/2)	"	"	
Fri.	7/17	4:00			4:30	1	(1/2)	"	"	
Sat.	7/18	11:00			2:00	3				
Sun.	7/19									
<b>WEEK 1 TOTAL HOURS</b>						<b>9.5</b>				

Mon.	7/20	4:00			5:00	1.5	(1/2 hr. lunch)			
Tues.	7/21	4:00			4:30	1	(1/2)	"	"	
Wed.	7/22	4:00			5:00	1.5	(1/2)	"	"	
Thur.	7/23	4:00			6:00	2.5	(1/2)	"	"	
Fri.	7/24									
Sat.										
Sun.										
<b>WEEK 2 TOTAL HOURS</b>						<b>6.5</b>				

"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 J. Mason DATE \_\_\_\_\_  
 SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

Pay Period End: 8/21/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	8/8/2020									
Sun.	8/9/2020									
Mon.	8/10/2020					7.5				
Tues.	8/11/2020					7.5				
Wed.	8/12/2020					7.5				
Thur.	8/13/2020					7.5				
Fri.	8/14/2020		Out			7.5		(Used 7.5 OT hrs.)		
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>				

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

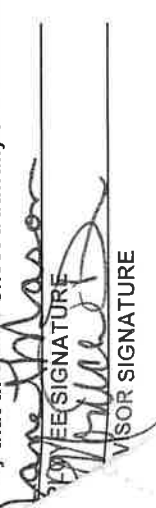
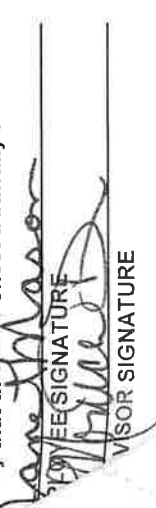
OT = 24.5

Sat.	8/15/2020									
Sun.	8/16/2020									
Mon.	8/17/2020					7.5				
Tues.	8/18/2020					7.5				
Wed.	8/19/2020					7.5				
Thur.	8/20/2020					7.5				
Fri.	8/21/2020	11:00			4:00	7.5		(used 2.5 OT hrs.)		
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>				

"Comp Hours" are reflected under "Regular Hours" as follows:		
COMP 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.

DATE 8/21/2020  
DATE 8/21/20

  
 EMPLOYEE SIGNATURE  
  
 SUPERVISOR SIGNATURE

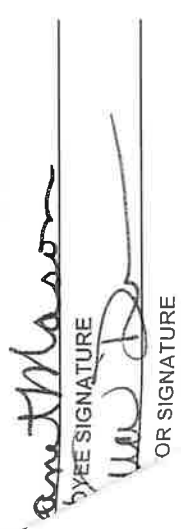
# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

Employee Name: Janet Mason

PPE: 8/21/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes
Sat.	8/8/2020	11:30			4:00	4.5	Worked on CURE grant paperwork, & school re-openings
Sun.	8/9/2020	11:00			2:00	3	Scheduling for staff contact tracing
Mon.	8/10/2020	4:00			6:30	2.5	Contact Tracing - Day Care, Schools
Tues.	8/11/2020	4:00			5:30	1.5	Contact Tracing - Cadillac
Wed.	8/12/2020	4:00			5:30	1.5	Contact Tracing & School Presentation
Thur.	8/13/2020	4:00			6:00	2	Contact Tracing & report for first responders & schools
Fri.	8/14/2020			OUT			
<b>WEEK 1 TOTAL HOURS</b>						<b>15</b>	
							<b>GRAND TOTAL HOURS USED</b>
							<b>34.5</b>
							<b>(-2.5 hrs. from 8/21/20)</b>
							<b>(-7.5 hrs. from 8/14/20)</b>
							<b>TOTAL OVERTIME HOURS</b>
							<b>24.5</b>

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes
Sat.	8/15/2020	10:00			4:00	6	Schools, Twin Lakes Rehab, Enerstar contact tracing (on-call)
Sun.	8/16/2020	10:00			4:00	6	Same & on call
Mon.	8/17/2020	4:00			5:00	1	Same & on call
Tues.	8/18/2020	4:00			5:30	1.5	Same
Wed.	8/19/2020	4:00			5:00	1	Twin Lakes Rehab
Thur.	8/20/2020	4:00			6:00	2	Schools & LTCF contacts & on-call
Fri.	8/21/2020	4:00			6:00	2	Schools & LTCF & on-call
<b>WEEK 2 TOTAL HOURS</b>						<b>19.5</b>	

  
 EMPLOYEE SIGNATURE  
 OR SIGNATURE

DATE 8/21/2020  
 DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

Pay Period End: 9/4/20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	8/22/2020									
Sun.	8/23/2020									
Mon.	8/24/2020	7:30			4:00	7.5				
Tues.	8/25/2020	7:30			4:00	7.5				
Wed.	8/26/2020	7:30			4:00	7.5				
Thur.	8/27/2020	7:30			12:00	7.5		(used 3 hrs. OT)		
Fri.	8/28/2020		Out			7.5		(used 7.5 hrs. OT)		
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b> ✓				

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
37.5	0	22.5	15	0

7.5 30

MMP

Sat.	8/29/2020									
Sun.	8/30/2020									
Mon.	8/31/2020		Out						7.5	
Tues.	9/1/2020		Out						7.5	
Wed.	9/2/2020		Out						2.5 → 7.5	
Thur.	9/3/2020		Out						2.5 → 7.5	
Fri.	9/4/2020		Out					7.5	22.5 ✓	15 ✓
<b>WEEK 2 TOTAL HOURS</b>						<b>0</b>				

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

	COMP 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.

DATE 9/4/2020

DATE 9/4/20

DATE 9/4/20

EMPLOYEE SIGNATURE Janet Mason

SUPERVISOR SIGNATURE [Signature]

# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

Employee Name: Janet Mason

PPE: 9/4/20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	8/22/2020	10:00			4:00	6	On-Call & Hot Line	
Sun.	8/23/2020	10:00			4:00	6	On-Call & Hot Line	
Mon.	8/24/2020	4:00			6:00	2	Contact Tracing - Twin Lakes, Courthouse - meetings	
Tues.	8/25/2020	4:00			5:30	1.5	Contact Tracing - Twin Lakes - meetings	
Wed.	8/26/2020	4:00			6:00	2	Contact Tracing - Schools - Cadillac - meetings	
Thur.	8/27/2020							
Fri.	8/28/2020							
<b>WEEK 1 TOTAL HOURS</b>							<b>17.5</b> ✓	

**GRAND TOTAL OT HOURS**  
17.5 ✓



(Used 3 hrs. OT on 8/27/20)  
(Used 7.5 hrs. OT on 8/28/20)

**TOTAL OVERTIME HOURS**  
7 ✓

*Janet*

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	8/29/2020							
Sun.	8/30/2020							
Mon.	8/31/2020							
Tues.	9/1/2020							
Wed.	9/2/2020							
Thur.	9/3/2020							
Fri.	9/4/2020							
<b>WEEK 2 TOTAL HOURS</b>							<b>0</b>	

**WEEK 2 TOTAL HOURS**


  
 EMPLOYEE SIGNATURE  
 DATE 9/4/20  

  
 SUPERVISOR SIGNATURE  
 DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

Pay Period End: 9/18/20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	9/5/2020									
Sun.	9/6/2020									
Mon.	9/7/2020		Holiday							7.5
Tues.	9/8/2020	7:30			4:00	7.5				
Wed.	9/9/2020	7:30			4:00	7.5				
Thur.	9/10/2020	7:30			4:00	7.5				
Fri.	9/11/2020	7:30			4:00	7.5				
<b>WEEK 1 TOTAL HOURS</b>						<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7.5</b>

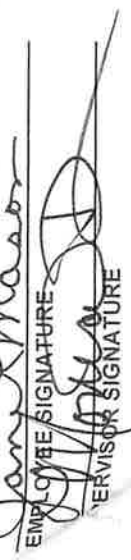
GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Holiday Hours
67.5	0	0	7.5

Sat.	9/12/2020									
Sun.	9/13/2020									
Mon.	9/14/2020	7:30			4:00	7.5				
Tues.	9/15/2020	7:30			4:00	7.5				
Wed.	9/16/2020	7:30			4:00	7.5				
Thur.	9/17/2020	7:30			4:00	7.5				
Fri.	9/18/2020	7:30			12:00	7.5		(used 3 hrs. from OT)		
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>


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

COMP 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

9/18/2020
   
 DATE


  
 SUPERVISOR SIGNATURE

9/18/2020
   
 DATE



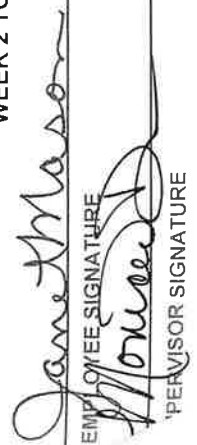
# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

Employee Name: Janet Mason

PPE: 9/18/20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	9/5/2020							
Sun.	9/6/2020							
Mon.	9/7/2020	10:00	Holiday		6:00	8	Admin for hotlines; Contact Tracing Schedule	
Tues.	9/8/2020	4:00			5:15	1.25	Contact Tracing Schedule	
Wed.	9/9/2020	4:00			5:00	1	Contact Tracing - new hire search	
Thur.	9/10/2020	4:00			5:00	1	Contact Tracing - new hire search	
Fri.	9/11/2020	4:00			7:00	3	Delivered Order of Isolation - Hume, IL	
<b>WEEK 1 TOTAL HOURS</b>							<b>14.25</b>	
<b>GRAND TOTAL OT HOURS</b>							<b>38.75</b>	
<b>TOTAL OVERTIME HOURS</b>								

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	9/12/2020	10:00			6:00	8	Admin on Duty	
Sun.	9/13/2020	10:00			6:00	8	Admin on Duty	
Mon.	9/14/2020	4:00			5:30	1.5	CT schedule	
Tues.	9/15/2020	4:00			6:00	2	CT interview	
Wed.	9/16/2020	4:00			6:00	2	Admin - Hotline	
Thur.	9/17/2020	4:00			7:00	3	Delivered Order of Isolation - Chrisman, IL	
Fri.	9/18/2020							
<b>WEEK 2 TOTAL HOURS</b>							<b>24.5</b>	

  
 EMPLOYEE SIGNATURE  
 DATE 9/18/20  
 DATE  
 DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

Pay Period End: 10/2/20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	9/19/2020									
Sun.	9/20/2020									
Mon.	9/21/2020	7:30			4:00	7.5				
Tues.	9/22/2020	7:30			4:00	7.5				
Wed.	9/23/2020	7:30			4:00	7.5				
Thur.	9/24/2020	7:30			4:00	7.5				
Fri.	9/25/2020	7:30			4:00	7.5				
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

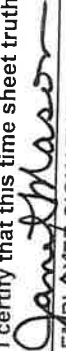

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75	0	0	0	0

Sat.	9/26/2020									
Sun.	9/27/2020									
Mon.	9/28/2020	7:30			4:00	7.5				
Tues.	9/29/2020	7:30			4:00	7.5				
Wed.	9/30/2020	7:30			4:00	7.5				
Thur.	10/1/2020	7:30			4:00	7.5				
Fri.	10/2/2020	7:30			4:00	7.5				
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

COMP 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  
  
 SUPERVISOR SIGNATURE

DATE 10/2/20  
 DATE


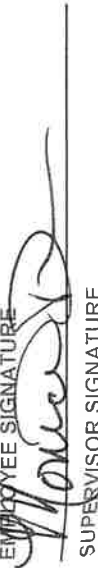
# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

Employee Name: Janet Mason

10/2/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	9/19/2020							
Sun.	9/20/2020							
Mon.	9/21/2020	4:00			5:45	1.75	Quarantine List	
Tues.	9/22/2020	4:00			7:15	3.25	Contact Tracing - Horizon Health	
Wed.	9/23/2020	4:00			5:45	1.75	Contact Tracing - Horizon Health	
Thur.	9/24/2020	4:00			6:00	2	Contact Tracing - Horizon Health	
Fri.	9/25/2020	4:00			6:00	2	Hot Line	
<b>WEEK 1 TOTAL HOURS</b>							<b>10.75</b>	
<b>GRAND TOTAL OT HOURS</b>							<b>36.75</b>	
<b>TOTAL OVERTIME HOURS</b>								

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	9/26/2020	10:00			6:00	8	Hot Line & Admin.	
Sun.	9/27/2020	10:00			6:00	8	Hot Line & Admin.	
Mon.	9/28/2020	4:00			6:00	2	Hot Line	
Tues.	9/29/2020	4:00			6:00	2	Hot Line	
Wed.	9/30/2020	4:00			6:00	2	Contact Tracing	
Thur.	10/1/2020	4:00			6:00	2	Contact Tracing	
Fri.	10/2/2020	4:00			6:00	2	Contact Tracing & Admin.	
<b>WEEK 2 TOTAL HOURS</b>							<b>26</b>	

  
 EMPLOYEE SIGNATURE  
 DATE 10/2/20  
  
 SUPERVISOR SIGNATURE  
 DATE \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

Pay Period End: 10/16/20


Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	10/3/2020									
Sun.	10/4/2020									
Mon.	10/5/2020	7:30			4:00	7.5				
Tues.	10/6/2020	10:00			1:30	7.5	(used 4 hrs. OT)			
Wed.	10/7/2020	7:30			4:00	7.5				
Thur.	10/8/2020	7:30			4:00	7.5				
Fri.	10/9/2020	7:30			4:00	7.5				
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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


Sat.	10/10/2020									
Sun.	10/11/2020									
Mon.	10/12/2020	7:30			4:00					7.5
Tues.	10/13/2020	7:30			4:00	7.5				
Wed.	10/14/2020	7:30	2:30	5:30	6:00	7.5				
Thur.	10/15/2020		Out			7.5	(used 7.5 hrs. OT)			
Fri.	10/16/2020		Out			7.5	(used 7.5 hrs. OT)			
<b>WEEK 2 TOTAL HOURS</b>						<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7.5</b>

"Comp Hours" are reflected under "Regular Hours" as follows:		
COMP 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 10/16/20


  
 SUPERVISOR SIGNATURE


# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

10/16/2020

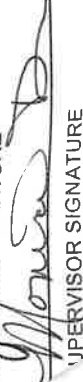
Employee Name: Janet Mason

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	10/3/2020	10:00			6:00	8	Admin. & Hot Line	
Sun.	10/4/2020	10:00			6:00	8	Admin & Hot Line	
Mon.	10/5/2020	4:00			6:00	2	Quarantine List & Hot Line	
Tues.	10/6/2020							
Wed.	10/7/2020	4:00			6:00	2	Hot Line	
Thur.	10/8/2020	4:00			7:00	3	Contact Tracing - School	
Fri.	10/9/2020	4:00			8:30	4.5	Admin	
<b>WEEK 1 TOTAL HOURS</b>							<b>27.5</b>	<b>- 4 hrs. OT = 23.5 hrs.</b>
							<b>55.5</b>	<b>- 19. hrs.</b>
							<b>36.5</b>	<b>TOTAL OVERTIME HOURS</b>

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	10/10/2020	10:00			6:00	8	Admin	
Sun.	10/11/2020	10:00			6:00	8	Admin	
Mon.	10/12/2020	10:00		Holiday	6:00	8	Admin, Pretium Visit & Contact Tracing	
Tues.	10/13/2020	4:00			7:00	3	Contact Tracing	
Wed.	10/14/2020	6:00			7:00	1	Contact Tracing - new hires	
Thur.	10/15/2020							
Fri.	10/16/2020							
<b>WEEK 2 TOTAL HOURS</b>							<b>28</b>	<b>- 15.5 hrs. OT = 11.5 hrs.</b>


  
 EMPLOYEE SIGNATURE

DATE 10/16/2020


  
 SUPERVISOR SIGNATURE

DATE 10/16/2020

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

10/30/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	10/17/2020									
Sun.	10/18/2020									
Mon.	10/19/2020	12:00			4:00	7.5		(used 3.5 hrs. OT)		
Tues.	10/20/2020	7:30			4:00	7.5				
Wed.	10/21/2020	7:00			3:30	7.5				
Thur.	10/22/2020	7:30			4:00	7.5				
Fri.	10/23/2020	7:30			4:00	7.5				
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Sat.	10/24/2020									
Sun.	10/25/2020									
Mon.	10/26/2020	7:30			4:00	7.5				
Tues.	10/27/2020	7:30			4:00	7.5				
Wed.	10/28/2020	7:30			4:00	7.5				
Thur.	10/29/2020	7:30			4:00	7.5				
Fri.	10/30/2020	7:30			4:00	7.5				
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

"Comp Hours" are reflected under "Regular Hours" as follows:		
COMP 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

10/30/20

SUPERVISOR SIGNATURE

DATE

# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

Employee Name: Janet Mason

10/30/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	10/17/2020							
Sun.	10/18/2020							
Mon.	10/19/2020	4:00			8:00	4	Contact Tracing	
Tues.	10/20/2020	4:00			6:00	2	Contact Tracing	
Wed.	10/21/2020	3:30			7:30	4	Contact Tracing	
Thur.	10/22/2020	4:00			8:00	4	Contact Tracing	
Fri.	10/23/2020	4:00			6:00	2	Contact Tracing	
<b>WEEK 1 TOTAL HOURS</b>							<b>16</b>	
								<b>GRAND TOTAL OT HOURS</b>
								<b>46</b>
								(Less 3.5 hrs. 10/19/20)
								<b>TOTAL OVERTIME HOURS</b>
								<b>42.5</b>

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	10/24/2020	10:00			6:00	8	Admin & Contact Tracing	
Sun.	10/25/2020	10:00			6:00	8	Admin & Contact Tracing	
Mon.	10/26/2020	4:00			7:30	3.5	Admin & Contact Tracing	
Tues.	10/27/2020	4:00			6:30	2.5	Contact Tracing	
Wed.	10/28/2020	4:00			8:00	4	Contact Tracing	
Thur.	10/29/2020	4:00			6:00	2	Contact Tracing	
Fri.	10/30/2020	4:00			6:00	2	Admin	
<b>WEEK 2 TOTAL HOURS</b>							<b>30</b>	

Employee Signature: *Janet Mason*      DATE: 10/30/20  
 Supervisor Signature: *[Signature]*      DATE: 10/30/20

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

11/13/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	10/31/2020									
Sun.	11/1/2020									
Mon.	11/2/2020	7:30			4:00	7.5				
Tues.	11/3/2020		Election Day							7.5
Wed.	11/4/2020	7:30			4:00	7.5				
Thur.	11/5/2020	7:30			4:00	7.5				
Fri.	11/6/2020	7:30			4:00	7.5				
<b>WEEK 1 TOTAL HOURS</b>						<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7.5</b>

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

Sat.	11/7/2020									
Sun.	11/8/2020									
Mon.	11/9/2020	7:30			4:00	7.5				
Tues.	11/10/2020	7:30			4:00	7.5				
Wed.	11/11/2020		Holiday							7.5
Thur.	11/12/2020	7:30			4:00	7.5				
Fri.	11/13/2020	7:30			4:00	7.5				
<b>WEEK 2 TOTAL HOURS</b>						<b>30</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7.5</b>

"Comp Hours" are reflected under "Regular Hours" as follows:		
COMP 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: Janet Mason  
 SUPERVISOR SIGNATURE: \_\_\_\_\_

DATE: 11/13/2020




# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

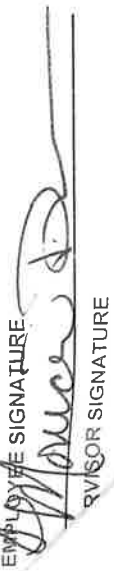
Employee Name: Janet Mason

11/13/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	10/31/2020	12:00			3:30	3.5	Contact Tracing	
Sun.	11/1/2020	2:00			7:00	5	Contact Tracing	
Mon.	11/2/2020	4:00			7:30	3.5	Contact Tracing	
Tues.	11/3/2020	10:00	Voting Day		6:00	8	Hot Line & Contact Tracing (Holiday)	
Wed.	11/4/2020	4:00			8:00	4	Contact Tracing	
Thur.	11/5/2020	4:00			6:30	2.5	Contact Tracing	
Fri.	11/6/2020	4:00			6:00	2	Contact Tracing	
<b>WEEK 1 TOTAL HOURS</b>							<b>28.5</b>	
<b>GRAND TOTAL OT HOURS</b>							<b>62.5</b>	
<b>TOTAL OVERTIME HOURS</b>								

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	11/7/2020	10:00			6:00	8	Admin & Contact Tracing	
Sun.	11/8/2020	10:00			6:00	8	Admin & Contact Tracing	
Mon.	11/9/2020	4:00			7:00	3	Admin & Contact Tracing	
Tues.	11/10/2020	4:00			6:00	2	Hot Line	
Wed.	11/11/2020	10:00			7:00	9	Hot Line & Contact Tracing (Holiday)	
Thur.	11/12/2020	4:00			6:00	2	Contact Tracing	
Fri.	11/13/2020	4:00			6:00	2	Admin	
<b>WEEK 2 TOTAL HOURS</b>							<b>34</b>	


  
 EMPLOYEE SIGNATURE


  
 SUPERVISOR SIGNATURE

DATE 11/13/2020

DATE

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

11/27/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	11/14/2020									
Sun.	11/15/2020									
Mon.	11/16/2020	7:30			4:00	7.5				
Tues.	11/17/2020	7:30			4:00	7.5				
Wed.	11/18/2020	7:00			3:30	7.5	meeting			
Thur.	11/19/2020	7:30			4:00	7.5				
Fri.	11/20/2020	7:30			4:00	7.5				
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Sat.	11/21/2020									
Sun.	11/22/2020									
Mon.	11/23/2020	7:30			4:00	7.5				
Tues.	11/24/2020	7:30			4:00	7.5				
Wed.	11/25/2020	7:30			4:00	7.5				
Thur.	11/26/2020									7.5
Fri.	11/27/2020									7.5
<b>WEEK 2 TOTAL HOURS</b>						<b>22.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>

"Comp Hours" are reflected under "Regular Hours" as follows:		
COMP 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.

Janet Mason  
 EMPLOYEE SIGNATURE  
[Signature]  
 SUPERVISOR SIGNATURE

DATE 11/27/20  
 DATE 11/27/20

# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

Employee Name: Janet Mason

11/27/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	11/14/2020							
Sun.	11/15/2020	11:00			2:00	3	Contact Tracing	
Mon.	11/16/2020	4:00			6:00	2	Contact Tracing	
Tues.	11/17/2020	4:00			6:00	2	Hot Line & Contact Tracing	
Wed.	11/18/2020	3:30			6:30	3	Contact Tracing	
Thur.	11/19/2020	4:00			8:00	4	Contact Tracing & Admin. <i>Staff Supervision</i>	
Fri.	11/20/2020	4:00			6:00	2	Contact Tracing & Admin. <i>Staff Supervision</i>	
<b>WEEK 1 TOTAL HOURS</b>							<b>16</b>	

GRAND TOTAL OT HOURS

46

TOTAL OVERTIME HOURS

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	11/21/2020	10:00			6:00	8	Admin & Contact Tracing	
Sun.	11/22/2020	10:00			6:00	8	Admin & Contact Tracing	
Mon.	11/23/2020	4:00			6:00	2	Contact Tracing	
Tues.	11/24/2020	4:00			6:00	2	Contact Tracing	
Wed.	11/25/2020	4:00			6:00	2	Admin & Hot Line	
Thur.	11/26/2020						<i>Holiday</i>	
Fri.	11/27/2020	10:00			6:00	8	Hot Line	
<b>WEEK 2 TOTAL HOURS</b>							<b>30</b>	

11/27/2020

DATE

11/27/20

DATE

EMPLOYEE SIGNATURE Janet Mason

SUPERVISOR SIGNATURE [Signature]

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

12/11/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	11/28/2020									
Sun.	11/29/2020									
Mon.	11/30/2020	7:30			4:00	7.5 ✓				
Tues.	12/1/2020	7:30			4:00	7.5				
Wed.	12/2/2020	7:30			4:00	7.5				
Thur.	12/3/2020	7:30			4:00	7.5				
Fri.	12/4/2020	7:30			4:00	7.5				
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Cash in 4 hrs. vacation for 11/1/20

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	12/5/2020									
Sun.	12/6/2020									
Mon.	12/7/2020	7:30			4:00	7.5				
Tues.	12/8/2020	7:30			4:00	7.5				
Wed.	12/9/2020	7:30			4:00	7.5				
Thur.	12/10/2020	7:30			4:00	7.5				
Fri.	12/11/2020	7:30			4:00	7.5				
<b>WEEK 2 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

"Comp Hours" are reflected under "Regular Hours" as follows:		
COMP 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: Janet Mason DATE: 12/11/2020  
 SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

Employee Name: Janet Mason

12/11/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	11/28/2020	10:00			6:00	8	Hot Line	
Sun.	11/29/2020	10:00			6:00	8	Hot Line	
Mon.	11/30/2020	4:00			6:00	2	Contact Tracing	
Tues.	12/1/2020	4:00			6:00	2	Contact Tracing	
Wed.	12/2/2020	4:00			7:30	3.5	Contact Tracing	
Thur.	12/3/2020	4:00			6:30	2.5	Contact Tracing - Admin/Supervisor	
Fri.	12/4/2020	4:00			6:00	2	Contact Tracing & Admin.	
<b>WEEK 1 TOTAL HOURS</b>							<b>28</b>	

GRAND TOTAL OT HOURS

55.5

✓ 18 hrs. on PPE 11/30  
37.5 hrs. on PPE 12/11

TOTAL OVERTIME HOURS

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	12/5/2020	10:00			6:00	8	Admin & Contact Tracing	
Sun.	12/6/2020	10:00			6:00	8	Admin & Contact Tracing	
Mon.	12/7/2020	4:00			7:00	3	Contact Tracing	
Tues.	12/8/2020	4:00			6:30	2.5	Contact Tracing	
Wed.	12/9/2020	4:00			8:00	4	Contact Tracing + Admin/Supervisor	
Thur.	12/10/2020	4:00			6:00	2	Contact Tracing & Hot Line	
Fri.	12/11/2020							
<b>WEEK 2 TOTAL HOURS</b>							<b>27.5</b>	

12/11/2020

DATE

12/11/20

DATE

EMPLOYEE SIGNATURE: *Janet Mason*  
 SUPERVISOR SIGNATURE: *[Signature]*

# Edgar County Public Health Department - Employee Time Sheet

Employee Name: Janet Mason

12/25/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Personal Used	Holiday Pay
Sat.	12/12/2020									
Sun.	12/13/2020									
Mon.	12/14/2020	7:30			4:00	7.5				
Tues.	12/15/2020	7:30			4:00	7.5				
Wed.	12/16/2020	7:30			4:00	7.5				
Thur.	12/17/2020	7:30			4:00	7.5				
Fri.	12/18/2020	7:30			4:00	7.5				
<b>WEEK 1 TOTAL HOURS</b>						<b>37.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

Sat.	12/19/2020									
Sun.	12/20/2020									
Mon.	12/21/2020	7:30			4:00	7.5				
Tues.	12/22/2020	7:30			4:00	7.5				
Wed.	12/23/2020	7:30			4:00	7.5				
Thur.	12/24/2020			Holiday						7.5
Fri.	12/25/2020			Holiday						7.5
<b>WEEK 2 TOTAL HOURS</b>						<b>22.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>

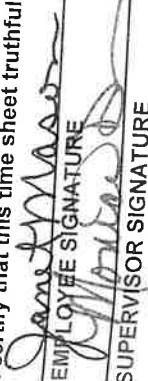
"Comp Hours" are reflected under "Regular Hours" as follows:

COMP HOURS		
	EARNED	USED
Week 1		
Week 2		

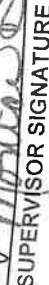
I certify that this time sheet truthfully and accurately reflects all hours worked during the recorded period; and any adjustments from previous pay periods.

12/25/2020

DATE

  
 EMPLOYEE SIGNATURE

DATE

  
 SUPERVISOR SIGNATURE

# Edgar County Public Health Department - Employee Time Sheet - OVERTIME

Employee Name: Janet Mason

12/25/2020

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	12/12/2020	10:00			6:00	8	Hot Line	
Sun.	12/13/2020	10:00			6:00	8	Hot Line	
Mon.	12/14/2020	4:00			7:00	3	Contact Tracing	
Tues.	12/15/2020	4:00			6:00	2	Contact Tracing	
Wed.	12/16/2020	4:00			8:00	4	Admin & Contact Tracing	
Thur.	12/17/2020	4:00			6:00	2	Hot Line	
Fri.	12/18/2020	4:00			6:30	2.5	Contact Tracing & Admin.	
<b>WEEK 1 TOTAL HOURS</b>							<b>29.5</b>	

**GRAND TOTAL OT HOURS**

**74.5**

**TOTAL OVERTIME HOURS**

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Overtime Hrs.	Notes	
Sat.	12/19/2020	10:00			6:00	8	Admin & Contact Tracing	
Sun.	12/20/2020	10:00			7:30	9.5	Admin & Contact Tracing	
Mon.	12/21/2020	4:00			8:00	4	Contact Tracing	
Tues.	12/22/2020	4:00			7:30	3.5	Contact Tracing	
Wed.	12/23/2020	4:00			6:00	2	Hot Line	
Thur.	12/24/2020	8:00			6:00	10	Admin & Hot Line	
Fri.	12/11/2020	10:00			6:00	8	Admin & Hot Line	
<b>WEEK 2 TOTAL HOURS</b>							<b>45</b>	


  
 EMPLOYEE SIGNATURE


  
 SUPERVISOR SIGNATURE

12/25/2020

DATE

12/25/20

DATE