

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 10-6-17

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	9/25	7:30	12:00	1:00	4:00	7.5					
Tues.	9/26	6:30	12:00	1:00	4:00	7.5	(+ 1 hr. flex)				
Wed.	9/27	7:30	12:00	1:00	4:00	7.5					
Thur.	9/28	7:30	12:00	1:00	4:00	7.5					
Fri.	9/29	7:30	12:00	1:00	4:00	7.5					
Sat.	9/23 -	Honeybee Parade									
Sun.											
WEEK 1 TOTAL HOURS						37.5					

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

Mon.	10/2	7:30	12:00	1:00	4:00	7.5				
Tues.	10/3	7:30	12:00	1:00	4:00	7.5				
Wed.	10/4	7:30	12:00	1:00	4:00	7.5				
Thur.	10/5	7:30	12:00			7.5	(- 3 hrs. flex)			
Fri.	10/6	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

FLEX HOURS			
	EARNED	USED	BALANCE
Week 1	4	-	4
Week 2	-	3	1

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

10/6/17
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON

Pay Period End 11-3-17

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	10/23	7:30	12:00	1:00	4:00	7.5				
Tues.	10/24	()				7.5				
Wed.	10/25					7.5				
Thur.	10/26					7.5				
Fri.	10/27					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
69			6

69			6
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Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	10/30	7:30	12:00	1:00	4:00	7.5				
Tues.	10/31	7:30	12:00	1:00	4:00	7.5				
Wed.	11/1	7:30	12:00	—	—	4.5		3		
Thur.	11/2	7:30	12:00	—	—	4.5		3		
Fri.	11/3	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						31.5		6		

"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

11/3/17
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 11-17-17

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	11/6	7:30	12:00	1:00	4:00	7.5				
Tues.	11/7	←	Out	→			7.5			
Wed.	11/8	7:30	12:00	1:00	4:00	7.5				
Thur.	11/9	7:30	—	—	1:30	6		1.5		
Fri.	11/10	←	Holiday	→						7.5
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						21	7.5	1.5		7.5

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Holiday Hours
58.5	7.5	1.5	7.5

Mon.	11/13	7:30	12:00	1:00	4:00	7.5				
Tues.	11/14	7:30	12:00	1:00	4:00	7.5				
Wed.	11/15	7:00	12:00	1:00	4:00	7.5			(+ 1/2 hr flex)	
Thur.	11/16	7:30	12:00	1:00	4:00	7.5				
Fri.	11/17	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

"Flex Hours" are reflected under "Regular Hours" as follows:			
FLEX HOURS			
	EARNED	USED	BALANCE
Week 1			
Week 2	.5	-	.5

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
11-17-17
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 12/1/17

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	11/20	Office closed	-	earned 5 hrs.	flex (1:00-6:00)	7.5				
Tues.	11/21	Office closed	-	earned 9.5 hrs	flex (6A-3:30P)	7.5				
Wed.	11/22	7:30	12:00	12:30	4:00	7.5	(earned 1/2 hr. flex)			
Thur.	11/23	Holiday								7.5
Fri.	11/24	Holiday								7.5
Fri.	11/17	Office closed at 11:00		-	earned 6 hrs. flex (11:00-5:00)					
Sun.										15
WEEK 1 TOTAL HOURS						22.5				

Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
60				15
52.5				15 (11/30)
7.5				(12/1)

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	11/27	7:30	12:00	12:30	4:00	7.5				(earned 1/2 hr. flex)
Tues.	11/28	7:30	12:00	1:00	4:00	7.5				
Wed.	11/29	7:30	12:00	6:00P	8:30P	7.5				(earned 2.5 @ 1 1/2 flex)
Thur.	11/30	7:30	12:00	1:00	4:00	7.5				
Fri.	12/1	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

FLEX HOURS		
	EARNED	USED
Week 1	21	-
Week 2	4.25	-
		BALANCE
		1.5
		21.5
		25.75

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

12-1-17
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 12-15-17

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	12/4	7:30	---	---	1:00	7.5	(need 2 hrs. flex)			
Tues.	12/5	6:30P	---	---	7:30P	7.5	(need flex - 6.5 hrs.)			
Wed.	12/6	11:30	---	---	4:00	7.5	(need 3 hrs. flex)			
Thur.	12/7	7:30	12:00	1:00	4:00	7.5				
Fri.	12/8	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

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

Mon.	12/11	7:30	---	---	4:00	7.5	(+1 hr. flex)			
Tues.	12/12	7:30	12:00	1:00	4:00	7.5				
Wed.	12/13	7:30	12:00	1:00	3:00	7.5	(-1 hr. flex)			
Thur.	12/14	←	---	Out	→	7.5	(-7.5 hrs. flex)			
Fri.	12/15	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

FLEX HOURS		
	EARNED	USED
Week 1	11.5	14.25
Week 2	8.5	6.75

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
12-15-17
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 12-29-17

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay	
Mon.	12/18	7:30	12:00	1:00	4:00	7.5					
Tues.	12/19	"	"	"	"	7.5					
Wed.	12/20	"	"	"	"	7.5					
Thur.	12/21	11:30	---	---	4:00	7.5				(used 3 hrs. flex)	
Fri.	12/22	←	Out	→	---	---				7.5	
Sat.											
Sun.											
WEEK 1 TOTAL HOURS						30					7.5

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
36.25		31.25	7.5

36.25	31.25	7.5
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Mon.	12/25	←	Holiday	→							7.5	
Tues.	12/26	←	off	→							7.5	
Wed.	12/27										7.5	
Thur.	12/28										7.5	
Fri.	12/29	8:00	---	---	10:30	6.25					(used 3.75 flex)	
Sat.												
Sun.												
WEEK 2 TOTAL HOURS						6.25					23.75	7.5

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

FLEX HOURS			
	EARNED	USED	BALANCE
Week 1	-	3	6.75
Week 2	-	3.75	-0-

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
12-29-17
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 1-12-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	1/1	←	Holiday	→						7.5
Tues.	1/2	7:30	12:00	1:00	4:00	7.5				
Wed.	1/3	7:30	12:00	1:00	4:00	7.5				
Thur.	1/4	7:30	12:00	1:00	4:00	7.5				
Fri.	1/5	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						30				


GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
42	22.5	3	7.5

Mon.	1/8	←	Sick	→		7.5				
Tues.	1/9	←	Sick	→		7.5				
Wed.	1/10	←	Sick	→		7.5				
Thur.	1/11	10:30			3:00	4.5			3	
Fri.	1/12	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						12	22.5		3	

"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 1-12-18 DATE

_____ DATE

_____ DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 1-26-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	1/15	←	Holiday	→						7.5
Tues.	1/16	7:30	12:00	1:00	4:00	7.5				
Wed.	1/17	7:00	12:00	1:00	4:00	7.5	(+1/2 hr. flex)			
Thur.	1/18	7:30	12:00	1:00	4:00	7.5				
Fri.	1/19	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										7.5
WEEK 1 TOTAL HOURS						30				

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
66.5			1
			7.5

Mon.	1/22	10:00	12:30	1:30	5:00	6.5	(used 1/2 hr. flex)	1		
Tues.	1/23	7:30	12:00	1:00	4:00	7.5				
Wed.	1/24	7:30	12:00	1:00	4:00	7.5				
Thur.	1/25	7:30	12:00	1:00	4:00	7.5				
Fri.	1/26	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						36.5			1	

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

FLEX HOURS			
	EARNED	USED	BALANCE
Week 1	.5	-	.5
Week 2	-	.5	-0-

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 DATE 1-26-18

 SUPERVISOR SIGNATURE DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 2-9-18

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

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

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	2/5	7:30	12:00	1:00	4:00	7.5				
Tues.	2/6	7:30	12:00	1:00	4:00	7.5				
Wed.	2/7	7:30	12:00	1:00	4:00	7.5				
Thur.	2/8	7:30	12:00	1:00	4:00	7.5				
Fri.	2/9	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

"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
 DATE 2-9-18

 SUPERVISOR SIGNATURE
 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 2-23-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	2/12	←	Holiday	→						7.5
Tues.	2/13	←	Out	→		7.5				
Wed.	2/14	7:30	12:00	1:00	4:00	7.5				
Thur.	2/15	←	Out	→			7.5			
Fri.	2/16	←	Out	→			7.5			
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						7.5	7.5	15		7.5

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
36	7.5	15	1.5
			15

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	2/19	←	Holiday	→						7.5
Tues.	2/20	7:30	12:00	12:30	4:00	7.5	(+1/2 hr. flex)			
Wed.	2/21	7:30	12:00	1:00	4:00	7.5				
Thur.	2/22	10:00	12:30	1:00	4:00	6	(-1/2 hr. flex)		1.5	
Fri.	2/23	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						28.5			1.5	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.

EMPLOYEE SIGNATURE Janet Mason DATE 2-23-18

SUPERVISOR SIGNATURE _____ DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 3-9-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	2/26	7:30	12:00	1:00	4:00	7.5				
Tues.	2/27	()				7.5				
Wed.	2/28	()				7.5				
Thur.	3/1	()				7.5				
Fri.	3/2	()				7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

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

Mon.	3/5	7:30	12:00	1:00	4:00	7.5				
		(+ 3 hrs. flex)								
Tues.	3/6	7:30	12:00	1:00	4:00	7.5				
		(+ 3.75 hrs. flex)								
Wed.	3/7	7:30	12:00	1:00	4:00	7.5				
Thur.	3/8	7:30	12:00	1:00	4:00	7.5				
Fri.	3/9	6:30	12:00	1:00	5:00	7.5				
		(+ 3 hrs. flex)								
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
BALANCE		
Week 1		
Week 2	6.75	-
	6.75	-

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 3-9-18

 DATE

SUPERVISOR SIGNATURE _____

 DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 3-23-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	3/12	7:30	12:00	1:00	4:00	7.5				
Tues.	3/13					7.5				
Wed.	3/14					7.5				
Thur.	3/15	7:30			1:00	7.5				
Fri.	3/16	7:30			12:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

Mon.	3/19	7:30	12:00	1:00	4:00	7.5				
Tues.	3/20	7:30	12:00	1:00	4:00	7.5				
Wed.	3/21	7:00	12:00	1:00	4:00	7.5				
Thur.	3/22	7:30	12:00	1:00	4:00	7.5				
Fri.	3/23	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

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

FLEX HOURS		
	EARNED	USED
Week 1	-	5
Week 2	.5	-
		BALANCE
		6.75

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 3-23-18

SUPERVISOR SIGNATURE _____ DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 4-6-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	3/26	7:30			4:00	7.5	(+1.5 flex)			
Tues.	3/27	7:30	12:00	1:00	4:00	7.5				
Wed.	3/28	7:30	12:00	1:00	4:00	7.5				
Thur.	3/29	7:30	12:00	1:00	6:30	7.5	(+3.75 flex)			
Fri.	3/30									7.5
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						30				

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

Mon.	4/2	7:30	12:00	1:00	2:00	7.5	(-2.0 flex)			
Tues.	4/3	7:30			4:30	7.5	(+2.25 flex)			
Wed.	4/4	7:30	12:00	1:00	7:30	7.5	(+5.25 flex)			
Thur.	4/5	7:30	12:00	1:00	4:00	7.5				
Fri.	4/6	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

FLEX HOURS		
	EARNED	USED
Week 1	5.25	-
Week 2	7.5	2
		BALANCE
		2.25

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 4-6-18

SUPERVISOR SIGNATURE _____ DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 4-20-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	4/9	7:30	12:00	1:00	4:00	7.5				
Tues.	4/10	}			4:00	7.5				
Wed.	4/11	}			4:00	7.5				
Thur.	4/12	}			3:00	7.5	(used 1 hr. flex)			
Fri.	4/13	}			4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

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

Mon.	4/16	7:30			4:00	7.5	(1 hr. flex)			
Tues.	4/17	}			4:00	7.5				
Wed.	4/18	}				7.5				
Thur.	4/19	}				7.5				
Fri.	4/20	}				7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

FLEX HOURS			
	EARNED	USED	BALANCE
Week 1	-	1	13
Week 2	1	-	12
			13

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 DATE 4-20-18

 SUPERVISOR SIGNATURE DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 5-4-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	4/23	7:30	12:00	1:00	4:30	7.5	(+7.5 flex)			
Tues.	4/24					7.5				
Wed.	4/25					7.5				
Thur.	4/26	in Springfield					7.5			
Fri.	4/27	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

Mon.	4/30	2:00			5:00	7.5	(-4.5 flex)			
Tues.	5/1	7:30	12:00	1:00	4:00	7.5				
Wed.	5/2	7:30	12:00	1:00	4:00	7.5				
Thur.	5/3	7:30	12:00	1:00	4:00	7.5	(-7.5 flex)			
Fri.	5/4					7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED BALANCE
Week 1	-	13
Week 2	-	13

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 5-4-18
 DATE

SUPERVISOR SIGNATURE _____
 DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 5-18-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	5/7	7:30	12:00	1:00	5:30	7.5	(+2.25 flex)			
Tues.	5/8	7:30	12:00	1:00	4:00	7.5				
Wed.	5/9	7:00	12:00	1:00	4:00	7.5	(+1.75 flex)			
Thur.	5/10	7:30	12:30	1:00	4:00	7.5	(+1.75 flex)			
Fri.	5/11	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

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

Mon.	5/14	7:30	11:00	12:00	4:30	7.5	(+1.75 flex)			
Tues.	5/15	7:30	12:00	1:00	4:00	7.5				
Wed.	5/16	7:00			2:00	7.5	(-1.5 flex)			
Thur.	5/17	7:30	12:00	1:00	3:00	7.5	(-1 hr. flex)			
Fri.	5/18	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

FLEX HOURS		
	EARNED	USED
Week 1	3.75	-
Week 2	1.75	1.5
		BALANCE
		1
		4.75
		4

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
5-18-18
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 6-1-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	5/21	7:30	12:00	1:00	4:00	7.5				
Tues.	5/22					7.5				
Wed.	5/23					7.5				
Thur.	5/24	←	Out	→					7.5	
Fri.	5/25	←	Out	→					7.5	
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						22.5				

Mon.	5/28	←	Holiday	→						7.5
Tues.	5/29	←	Out	→		4 (need 4 flex)			3.5	
Wed.	5/30	7:30	12:00	1:00	4:00	7.5				
Thur.	5/31	7:30	12:00	1:00	5:00	7.5			(+ 1.5 flex)	
Fri.	6/1	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						26.5			3.5	7.5

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
49			18.5
			7.5

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1	-	4
Week 2	1.5	-
		1.5

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
 DATE 6-1-18

 SUPERVISOR SIGNATURE
 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 6-15-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/4	7:30	12:00	1:00	4:00	7.5				
Tues.	6/5	7:30	12:00	1:00	5:30	7.5	(+2.25 flex)			
Wed.	6/6	7:30	12:30	—	—	7.5	(-2.5 flex)			
Thur.	6/7	7:30	12:00	1:00	4:00	7.5				
Fri.	6/8	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				


GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
73.25			1.75

Mon.	6/11	7:30	12:00	1:00	4:00	7.5				
Tues.	6/12	8:30	12:00	1:00	4:30	7.5	(-0.5 flex)			
Wed.	6/13	8:30	12:00	12:30	4:00	7.5	(-0.5 flex)			
Thur.	6/14	9:00	12:00	1:00	4:30	6.75	(-0.25 flex)	0.75		
Fri.	6/15	8:30	12:00	1:00	4:00	6.5		1		
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						35.75				1.75

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

FLEX HOURS		
	EARNED	USED
Week 1	2.25	2.5
Week 2		1.5
		1.25

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 6-15-18 DATE

SUPERVISOR SIGNATURE _____ DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee J. Mason

Pay Period End 6-29-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/18	7:30	12:00	1:00	4:00	7.5				
Tues.	6/19	7:30	12:00	1:00	5:00	7.5	(+1.5 hrs. flex)			
Wed.	6/20	7:30	12:00	1:00	5:30	7.5	(+2.25 hrs. flex)			
Thur.	6/21	7:00	12:00	1:00	4:30	7.5	(+1.5 hrs. flex)			
Fri.	6/22	7:30			4:00	7.5	(+1.5 hrs. flex)			
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

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

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	6/25	7:30	12:00	1:00	4:30	7.5	(+7.5 hrs. flex)			
Tues.	6/26	7:30	12:00	1:00	4:00	7.5				
Wed.	6/27					7.5				
Thur.	6/28					7.5				
Fri.	6/29					7.5	(-7.5 hrs. flex)			
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

FLEX HOURS		
	EARNED	USED
Week 1	6.75	-
Week 2	.75	7.5
		BALANCE
		-

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

6-29-18
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 7-13-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	7/2	11:00			12:00	1			6.5	
Tues.	7/3	←	Out		→			7.5		
Wed.	7/4	←	Holiday		→					7.5
Thur.	7/5	3:30			4:30	1	1.25		5.25	
Fri.	7/6	←	Out		→			7.5		
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						2	1.25	15	11.75	7.5

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Hours
39.5	1.25	15	11.75
			7.5

39.5	1.25	15	11.75	7.5
------	------	----	-------	-----

Mon.	7/9	7:30	12:00	1:00	4:30	7.5				
Tues.	7/10	7:30	12:00	1:00	4:00	7.5				
Wed.	7/11	7:30	12:00	1:00	4:00	7.5				
Thur.	7/12	7:30	12:00	1:00	4:00	7.5				
Fri.	7/13	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

"Flex Hours" are reflected under "Regular Hours" as follows:			
FLEX HOURS			
	EARNED	USED	BALANCE
Week 1	-	-	-
Week 2	.5	-	.5

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 7-13-18
 SUPERVISOR SIGNATURE [Signature] DATE 7-13-18

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 7-27-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	7/16	7:30	12:00	1:00	4:00	7.5				
Tues.	7/17	7:30			4:00	7.5	(+1 hr. flex) lunch			
Wed.	7/18	7:00	12:00	1:00	3:30	7.5				
Thur.	7/19	7:30	12:00	1:00	4:00	7.5				
Fri.	7/20	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

Mon.	7/23	7:30	12:00	1:00	4:00	7.5				
Tues.	7/24	7:30	12:00	1:00	4:00	7.5				
Wed.	7/25	7:30	12:00	6:00	8:00	7.5	(flex + 3 hrs.)			
Thur.	7/26	7:30	12:00	1:00	4:00	7.5				
Fri.	7/27	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

"Flex Hours" are reflected under "Regular Hours" as follows:		
FLEX HOURS		
	EARNED	USED
Week 1	1.5	-
Week 2	3	-
		BALANCE
		.5

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
 DATE 7-27-18

 SUPERVISOR SIGNATURE
 DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON

Pay Period End 8-10-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	7/30	7:30	12:00	1:00	4:00	7.5				
Tues.	7/31	7:30	12:00	1:00	4:30	7.5	(+7.5 flex)			
Wed.	8/1	7:30	12:00	1:00	4:00	7.5				
Thur.	8/2	7:30	12:30	1:00	4:00	7.5	(+7.5 flex)			
Fri.	8/3	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

Mon.	8/6	7:30	12:00	1:00	4:00	7.5				
Tues.	8/7	7:30	12:00	1:00	4:00	7.5				
Wed.	8/8	7:30	12:00	1:00	4:00	7.5				
Thur.	8/9	7:30	12:00	1:00	4:00	7.5				
Fri.	8/10	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

GRAND TOTAL HOURS USED

Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
75				

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

FLEX HOURS			
	EARNED	USED	BALANCE
Week 1	1.5	-	6.5
Week 2	-	-	6.5

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

8-10-18
 DATE

 SUPERVISOR SIGNATURE

 DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 8-24-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	8/13					7.5	(- flex)			
Tues.	8/14					3.25	(- flex)	4.25		
Wed.	8/15							7.5		
Thur.	8/16							7.5		
Fri.	8/17							7.5		
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						10.75		26.75		

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Personal Holiday Hours
48.25		26.75	

Mon.	8/20	7:30	12:00	1:00	5:45	7.5	(+2.75 flex)			
Tues.	8/21	7:30	12:00	1:00	5:00	7.5	(+1.5 flex)			
Wed.	8/22	7:30	12:00	1:00	4:00	7.5				
Thur.	8/23	7:30	12:00	1:00	4:00	7.5				
Fri.	8/24	7:30	12:00	1:00	4:00	7.5				
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	4.25	10.75
		BALANCE
		6.5

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
 DATE 8-24-18

 SUPERVISOR SIGNATURE
 DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 9-7-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	8/27	7:30	12:00	1:00	6:00	7.5	(+ 2 hrs.)			
Tues.	8/28	7:30	12:00	1:00	4:00	7.5				
Wed.	8/29	7:30	12:00	1:00	4:30	7.5	(+ 5 hrs.)			
Thur.	8/30	7:30	12:00	—	—	7	(- 2.5 hrs.)	.5		
Fri.	8/31	—	—	Out	—	—	—	7.5		
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						29.5	.5	7.5	.5	

Mon.	9/3	← Holiday →									7.5
Tues.	9/4	7:30	12:00	1:00	4:00	7.5					
Wed.	9/5	7:30	12:00	1:00	4:00	7.5					
Thur.	9/6	7:30	12:00	1:00	4:00	7.5					
Fri.	9/7	7:30	12:00	1:00	4:00	7.5					
Sat.											
Sun.											
WEEK 2 TOTAL HOURS						30					7.5

GRAND TOTAL HOURS USED				
Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
59.5	.5	7.5	.5	7.5

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 9-7-18

SUPERVISOR SIGNATURE _____ DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 9-21-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	9/10	7:30	12:00	1:00	4:00	7.5				
Tues.	9/11	7:30	12:00	1:00	5:30	7.5				
Wed.	9/12	7:30	12:00	1:00	4:00	7.5				
Thur.	9/13	7:30	12:00	1:00	4:00	7.5				
Fri.	9/14	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

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

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Mon.	9/17	7:30	12:00	1:00	4:00	7.5				
Tues.	9/18	7:30	12:00	1:00	4:00	7.5				
Wed.	9/19	7:00	12:00	1:00	4:00	7.5				
Thur.	9/20	7:30	12:00	1:00	4:00	7.5				
Fri.	9/21	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

"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 Janet Mason DATE _____

SUPERVISOR SIGNATURE _____ DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 10-5-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	9/24	7:30	12:00	1:00	5:00	7.5	(+)			
Tues.	9/25	7:30	12:00	1:00	6:00	7.5	(+)			
Wed.	9/26	7:30	12:00	1:00	4:00	7.5				
Thur.	9/27	7:30	12:00	1:00	5:00	7.5	(+)			
Fri.	9/28	7:30	12:00	1:00	4:00	7.5				
Sat.	9/29	9:00	12:30				(+)			
Sun.										
WEEK 1 TOTAL HOURS						37.5				

Mon.	10/1	7:30	12:00	1:00	4:00	7.5				
Tues.	10/2	7:30	12:00	12:30	6:00	7.5	(+)			
Wed.	10/3	7:30	12:00	12:30	5:00	7.5	(+)			
Thur.	10/4	7:30	12:00	12:30	4:00	7.5	(+)			
Fri.	10/5	7:30			4:00	7.5	(+)	no lunch		
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

"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

10-5-18
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON

Pay Period End 10-19-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	10/8	7:30	12:00	1:00	4:00					7.5
Tues.	10/9	}				7.5				
Wed.	10/10	}				7.5				
Thur.	10/11	}				7.5				
Fri.	10/12	}				7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						30				7.5

Mon.	10/15	7:30	12:00	1:00	4:00	7.5				
Tues.	10/16	}			4:30	7.5 (+)				
Wed.	10/17	}			4:45	7.5 (+)				
Thur.	10/18	← Out →						7.5		
Fri.	10/19	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						30				7.5

Regular Hours	Sick Hours	Vacation Hours	Personal Hours	Holiday Hours
60		7.5		7.5

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

10-19-18
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 11-2-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	10/22	7:30	12:00	1:00	4:00	7.5				
Tues.	10/23	}				7.5				
Wed.	10/24					7.5				
Thur.	10/25	}				7.5				
Fri.	10/26					7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

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

Mon.	10/29	7:30	12:00	1:00	4:00	7.5				
Tues.	10/30	7:30	12:00	1:00	4:00	7.5				
Wed.	10/31	7:30	12:00	1:00	4:00	7.5				
Thur.	11/1	Out						7.5		
Fri.	11/2	Out						7.5		
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						22.5		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.

Janet Mason
 EMPLOYEE SIGNATURE
 DATE 11-2-18

 SUPERVISOR SIGNATURE
 DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON

Pay Period End 11-16-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	11/5	7:30	12:00	1:00	4:00	7.5				
Tues.	11/6	}								
Wed.	11/7	}								
Thur.	11/8	}								
Fri.	11/9	}								
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

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

Mon.	11/12	Holiday									7.5
Tues.	11/13	7:30	12:00	1:00	4:00	7.5					
Wed.	11/14	}									
Thur.	11/15	}									
Fri.	11/16	}									
Sat.											
Sun.											
WEEK 2 TOTAL HOURS						30				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

11-16-18
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 11-30-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	11/19	7:30	12:00	1:00	4:00	7.5				
Tues.	11/20					7.5				
Wed.	11/21					7.5				
Thur.	11/22		Holiday							7.5
Fri.	11/23		Holiday							7.5
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						22.5				15

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

Mon.	11/26	7:30	12:00	1:00	6:00	7.5	+			
Tues.	11/27	7:30	12:00	1:00	6:30	7.5	+			
Wed.	11/28	7:30	12:00	1:00	7:00	7.5	+			
Thur.	11/29	7:30	12:00	1:00	4:00	7.5				
Fri.	11/30	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

"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

11-30-18
DATE

SUPERVISOR SIGNATURE

DATE

Edgar County Public Health Department - Employee Time Sheet

Employee JANET MASON Pay Period End 12-14-18

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	12/3	7:30	12:00	1:00	6:00	7.5	(+)			
Tues.	12/4	7:30			5:00	7.5	(+)			
Wed.	12/5	7:30	12:00	1:00	5:30	7.5	(+)			
Thur.	12/6	7:30	12:00	1:00	4:00	7.5				
Fri.	12/7	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

Mon.	12/10	7:30	12:00	1:00	4:00	7.5				
Tues.	12/11					7.5				
Wed.	12/12					7.5				
Thur.	12/13					7.5				
Fri.	12/14					7.5				
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						37.5				

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

"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
 DATE 12-14-18

 SUPERVISOR SIGNATURE
 DATE _____

Edgar County Public Health Department - Employee Time Sheet

Employee Janet Mason Pay Period End 12/28/2018

Day	Date	Start Time	Lunch Out	Lunch In	End Time	Regular Hrs.	Sick Used	Vac. Used	Pers. Used	Holiday Pay
Mon.	12/17/18	7:30	-	-	4:00	7.5	(No Lunch) (+)			
Tues.	12/18/2018	7:30	12:00	1:00	4:30	7.5	(+)			
Wed.	12/19/2018	7:30	12:00	1:00	4:00	7.5				
Thur.	12/20/2018	7:30	12:00	1:00	4:00 6:00	7.5	(+)			
Fri.	12/21/2018	7:30	12:00	1:00	4:00	7.5				
Sat.										
Sun.										
WEEK 1 TOTAL HOURS						37.5				

GRAND TOTAL HOURS USED			
Regular Hours	Sick Hours	Vacation Hours	Holiday Hours
40		27.5	7.5

Mon.	12/24/2018		Vacation					7.5		
Tues.	12/25/2018		Holiday							7.5
Wed.	12/26/2018		Vacation					7.5		
Thur.	12/27/2018	9:30			12:00	2.5		5		
Fri.	12/28/2018		Vacation					7.5		
Sat.										
Sun.										
WEEK 2 TOTAL HOURS						2.5		27.5		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 12/28/2018
 DATE

SUPERVISOR SIGNATURE _____
 DATE _____