

Total for Payroll Checks

Employee	Employer	Amount
1.50		15.75
10.89		202.55
64.00		1,016.80
11.00		148.50
3.75		104.63
630.25		16,166.75
25.50		338.55
39.00		632.88

GROSS PAY	18,626.41	0.00
NET PAY	11,541.75	0.00
AFLAC-ACCIDENT	116.76	0.00
AFLAC-STDISABLI	132.22	0.00
CV20153425	192.15	0.00
FIT	934.18	0.00
IDAHO SIT	436.00	0.00
III-A HEALTH IN	0.00	3,068.00
MEDICARE	268.40	268.40
PERSI	1,207.35	2,012.87
PERSI_CHOICE_D	300.00	0.00
SOCIAL_SECURITY	1,147.60	1,147.60
ADVANCE APPLIED	-2,350.00	0.00
FIT/SIT BASE	17,002.30	0.00
MEDICARE BASE	18,509.65	0.00
PERS BASE	17,781.41	0.00
SOC SEC BASE	18,509.65	0.00
WC BASE	17,781.41	0.00

Total 6,496.87  
Total Payroll Expense (Gross Pay + Employer Contributions): 25,123.28

Check Summary

Payroll Checks Prev. Out.	\$9,400.00
Payroll Checks Issued	\$19,007.10
Advance Checks Issued	\$2,200.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$28,407.10
Electronic Checks	\$3,766.18

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	2295.20	2295.20		21001
Medicare	536.80	536.80		21002
Workers' Comp	0.00			21008
FIT	934.18	934.18		21003
IDAHO SIT	436.00	436.00		21004
PERSI	3220.22	3220.22		21005

III-A HEALTH IN	3068.00	3068.00	21007
PERSI_CHOICE_D	300.00	300.00	21005
AFLAC-ACCIDENT	116.76	116.76	21010
AFLAC-STDISABLI	132.22	132.22	21010
CV20153425	192.15	192.15	21009
Total Ded.	11231.53	11231.53	0.00

\*\*\*\* Carried Forward column only correct if report run for current period.

PUBLIC WORKS Time Sheet November 1 - 15, 2015)

DATE	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	TIME TYPES	Hours
Time In		730a	730a	730a	730a	730a			900a	730a	Hol	730a	730a				
Time Out		400p	400p	200p	400p	400p			945p	400p	Hol	200p	400p			General	14
Lunch		0.5	0.5	0.5	0.5	0.5			3.75	2		0.5	0.5			P&Z	0
<b>STRAIGHT HOURS EARNED</b>	0	8	8	6	8	8	0	0	9	6	3	6	8	0	0	Administrative	0
<b>OT/COMP EARNED</b>																Streets	7
<b>COMP Hours USED</b>																EQP Maint.	9
<b>HOLIDAY</b>											8					Industrial Park	5
<b>SICK USED</b>																Water	4.5
<b>VACATION USED</b>				2												Sewer	30.5
<b>TOTAL TIME TO BE PAID</b>	0	8	8	8	8	8	0	0	9	6	11	6	8	0	0	Parks	0
<b>GENERAL (G/W/S)</b>	0	0	0	0	4	3.5	0	0	5.5	0	1	0	0	0	0	Animal Control	0
City Council MTG									3							Special Jobs	0
City Council MTG Prep									2.5							<b>TOTAL HOURS</b>	<b>70</b>
Shop Cleaning/Maintenance					4	3.5					1						
																WEEK 1 Total	38
<b>P&amp;Z (G-P&amp;Z)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	WEEK 2 Total	32
P&Z MTG Prep																WEEK 3 Total	0
P&Z MTG																	
Developer Contact																OT/COMP Earned	0
<b>ADMIN (G/W/S)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT/COMP USED	0
Mayor/Staff Meeting																Holiday	8
Staff Training																Sick Paid	0
Budget																Vacation Paid	2
<b>STREETS (G-STREETS)</b>	0	0	0	0	0	0	0	0	0	3	0	2	2	0	0	<b>TOTAL HOURS PAID</b>	<b>80</b>
Sidewalk Repair																	
Snow Plowing																	
Storm Drain																	
Dust Abatement																	
Street Sweeping																	
Pot Hole Repair										3		2	2				
Road																	
<b>EQP Maint.G/W/S)</b>	0	2	0	1.5	2.5	0	0	0	1	1	0	1	0	0	0		
Backhoe																	
Loader		2			2.5				1			1					
Grader				1.5						1							
MACK Dump Truck																	
VOLVO Dump Truck																	
Dust Abatement Truck																	
Jetter																	
S10 Pickup																	
F350 Pickup																	
<b>IND. PARK (IP/G)</b>	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0		
IP Maintenance - Special			5														
<b>WATER (W)</b>	0	1	2.5	0	0	0	0	0	0	1	0	0	0	0	0		
Water Logs																	
Water Testing																	
Sidewalk Repair																	
Pump Maintenance			1														
Well Maintenance			1														
Booster Maintenance			0.5														
Water Service Call		1								1							
Training / Travel																	
<b>SEWER (SWR)</b>	0	5	0.5	4.5	1.5	4.5	0	0	2.5	1	2	3	6	0	0		
Sewer Logs		0.5	0.5	0.5	0.5	0.5			0.5	0.5		0.5	0.5				
Sewer Testing																	
Auger Room Maintenance		0.5		4	1	1			2	0.5		0.5	1				
Sewer System Maintenance		4				3					2	2	1.5				
Sewer Service Call																	
Training / Travel													3				
<b>Park (G-Parks)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Restroom Maintenance																	
Mowing / Trimming																	
Irrigation																	
Special Event																	
<b>ANIMAL (G-LAW)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Patrol																	
Service Calls																	
Animal Care																	
Training / Travel																	
<b>SPECIAL JOBS (WKND)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water																	
Sewer																	
Streets																	
Animal Control																	

**Doug Buys**

I herby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.  
 Employee Signature: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

PUBLIC WORKS Time Sheet November 16 - 30, 2015)

DATE	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	TIME TYPES	Hours
Time In	730a	730a	730a	730a	730a			730a	730a	730a	HOL	VAC			730a		
Time Out	300p	400p	230p	400p	300p			230p	1230p	400p	HOL	VAC			400p	General	14
Lunch	0	0	0.5	0.5	0.5			0.5	0	0.5					0.5	P&Z	0
STRAIGHT HOURS EARNED	7.5	8.5	6.5	8	7	0	0	6.5	5	8	0	0	0	0	8	Administrative	0
OT/COMP EARNED																Streets	8
COMP Hours USED																EQP Maint.	20.5
HOLIDAY											8					Industrial Park	0
SICK USED																Water	10.5
VACATION USED	0.5		1.5		1			1.5	3			8				Sewer	12
TOTAL TIME TO BE PAID	8	8.5	8	8	8	0	0	8	8	8	8	8	0	0	8	Parks	0
GENERAL (G/W/S)	0	0	4	3	0	0	0	3	0	0	0	0	0	0	4	Animal Control	0
City Council MTG																Special Jobs	0
City Council MTG Prep																TOTAL HOURS	65
Shop Cleaning/Maintenance			4	3				3							4		
																WEEK 1 Total	37.5
P&Z (G-P&Z)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	WEEK 2 Total	19.5
P&Z MTG Prep																WEEK 3 Total	8
P&Z MTG																	
Developer Contact																OT/COMP Earned	0
ADMIN (G/W/S)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT/COMP USED	0
Mayor/Staff Meeting																Holiday	8
Staff Training																Sick Paid	0
Budget																Vacation Paid	15.5
STREETS (G-STREETS)	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0	TOTAL HOURS PAID	88.5
Sidewalk Repair																	
Snow Plowing																	
Storm Drain																	
Dust Abatement																	
Street Sweeping																	
Pot Hole Repair		3															
Road		5															
EQP Maint.G/W/S)	1	0	2	4.5	1.5	0	0	0	3.5	6	0	0	0	0	2	0	
Backhoe															2		
Loader								3.5									
Grader	1		2	4.5	1.5					3							
MACK Dump Truck																	
VOLVO Dump Truck									3								
Dust Abatement Truck																	
Jetter																	
S10 Pickup																	
F350 Pickup																	
IND. PARK (IP/G)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
IP Maintenance - Special																	
WATER (W)	5.5	0	0	0	3	0	0	1	0	0	0	0	0	0	1	0	
Water Logs																	
Water Testing																	
Sidewalk Repair																	
Pump Maintenance					1												
Well Maintenance					1												
Booster Maintenance					1			1									
Water Service Call															1		
Training / Travel	5.5																
SEWER (SWR)	1	0.5	0.5	0.5	2.5	0	0	2.5	1.5	2	0	0	0	0	1	0	
Sewer Logs	0.5	0.5	0.5	0.5	0.5			0.5	0.5	0.5					0.5		
Sewer Testing								0.5	1								
Auger Room Maintenance	0.5				1			0.5		0.5					0.5		
Sewer System Maintenance					1			1		1							
Sewer Service Call																	
Training / Travel																	
Park (G-Parks)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Restroom Maintenance																	
Mowing / Trimming																	
Irrigation																	
Special Event																	
ANIMAL (G-LAW)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Patrol																	
Service Calls																	
Animal Care																	
Training / Travel																	
SPECIAL JOBS (WKND)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Water																	
Sewer																	
Streets																	
Animal Control																	

Doug Buys

I herby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.  
 Employee Signature: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

PUBLIC WORKS Time Sheet November 1 - 15, 2015)

DATE	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	TIME TYPES	Hours
Time In		730a	730a	730a	730a	730a			730a	730a	HOL	730a	VAC	1000a			
Time Out		400p	400p	330p	400p	400p			400p	200p	HOL	400p	VAC	300p		General	6
Lunch		0.5	0.5	0.5	0.5	0.5			2	0.5		0.5		0		P&Z	0
<b>STRAIGHT HOURS EARNED</b>	0	8	8	7.5	8	8	0	0	8	6	0	8	0	5	0	Administrative	0
<b>OT/COMP EARNED</b>																Streets	10
<b>COMP Hours USED</b>																EQP Maint.	17
<b>HOLIDAY</b>											8					Industrial Park	1
<b>SICK USED</b>																Water	5
<b>VACATION USED</b>												8				Sewer	14.5
<b>TOTAL TIME TO BE PAID</b>	0	8	8	7.5	8	8	0	0	8	6	8	8	8	5	0	Parks	7
<b>GENERAL (G/W/S)</b>	0	2	2	0	0	0	0	0	2	0	0	0	0	0	0	Animal Control	6
City Council MTG									2							Special Jobs	0
City Council MTG Prep																<b>TOTAL HOURS</b>	<b>66.5</b>
Shop Cleaning/Maintenance		2	2														
Stockpile Gravel																WEEK 1 Total	39.5
<b>P&amp;Z (G-P&amp;Z)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	WEEK 2 Total	27
P&Z MTG Prep																WEEK 3 Total	0
P&Z MTG																	
Developer Contact																OT/COMP Earned	0
<b>ADMIN (G/W/S)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT/COMP USED	0
Mayor/Staff Meeting																Holiday	8
Staff Training																Sick Paid	0
Budget																Vacation Paid	8
<b>STREETS (G-STREETS)</b>	0	0	1	0	0	0	0	0	3	0	0	1	0	5	0	<b>TOTAL HOURS PAID</b>	<b>82.5</b>
Sidewalk Research									3			1					
Snow Plowing																	
Storm Drain																	
Flagger Training													5				
Street Sweeping																	
Pot Hole Repair			1														
Road Hazard																	
<b>EQP Maint.G/W/S)</b>	0	0	0	1	5	3	0	0	0	5	0	3	0	0	0		
Backhoe																	
Loader				1	5	3				5		3					
Grader																	
MACK Dump Truck																	
VOLVO Dump Truck																	
Dust Abatement Truck																	
Jetter																	
S10 Pickup																	
F350 Pickup																	
<b>IND. PARK (IP/G)</b>	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0		
IP Maintenance - Special		1															
<b>WATER (W)</b>	0	0.5	1.5	0.5	0.5	0.5	0	0	0.5	0.5	0	0.5	0	0	0		
Water Logs		0.5	0.5	0.5	0.5	0.5			0.5	0.5		0.5					
Water Testing																	
Sidewalk Repair																	
Pump Maintenance																	
Well Maintenance																	
Booster Maintenance			1														
Water Service Call																	
Training / Travel																	
<b>SEWER (SWR)</b>	0	2.5	1.5	4	0.5	2.5	0	0	1.5	0	0	2	0	0	0		
Sewer Logs		0.5	0.5		0.5	0.5			0.5			0.5					
Sewer Testing																	
Auger Room Maintenance						2			1			1.5					
Sewer System Maintenance		2	1	4													
Sewer Service Call																	
Training / Travel																	
<b>Park (G-Parks)</b>	0	1	1	1	1	1	0	0	1	0.5	0	0.5	0	0	0		
Restroom Maintenance		1	1	1	1	1			1	0.5		0.5					
Mowing / Trimming																	
Irrigation																	
Special Event																	
<b>ANIMAL (G-LAW)</b>	0	1	1	1	1	1	0	0	0	0	0	1	0	0	0		
Patrol		1	1	1	1	1						1					
Service Calls																	
Animal Care																	
Training / Travel																	
<b>SPECIAL JOBS (WKND)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Fire Hydrant - Water																	
Sewer																	
Streets																	
Animal Control																	

Leonard Wallace

I herby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.  
 Employee Signature: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

PUBLIC WORKS Time Sheet November 16 - 30, 2015)

DATE	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30		TIME TYPES	Hours
Time In	730a	730a	730a	730a	730a			730a	730a	730a	HOL	VAC			730a			
Time Out	400p	400p	400p	400p	130p			200p	400p	400p	HOL	VAC			400p		General	11
Lunch	0.5	0.5	0.5	0.5	0.5			0.5	1	0.5					0.5		P&Z	0
STRAIGHT HOURS EARNED	8	8	8	8	5.5	0	0	6	7.5	8	0	0	0	0	8	0	Administrative	0
OT/COMP EARNED																	Streets	3
COMP Hours USED																	EQP Maint.	30.5
HOLIDAY											8						Industrial Park	0
SICK USED								2									Water	8.5
VACATION USED												5.5					Sewer	3.5
TOTAL TIME TO BE PAID	8	8	8	8	5.5	0	0	8	7.5	8	8	5.5	0	0	8	0	Parks	5.5
GENERAL (G/W/S)	0	4.5	5.5	0	1	0	0	0	0	0	0	0	0	0	0	0	Animal Control	5
City Council MTG																	Special Jobs	0
City Council MTG Prep																	TOTAL HOURS	67
Shop Cleaning/Maintenance		4.5	5.5		1													
Stockpile Gravel																	WEEK 1 Total	37.5
P&Z (G-P&Z)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	WEEK 2 Total	21.5
P&Z MTG Prep																	WEEK 3 Total	8
P&Z MTG																		
Developer Contact																	OT/COMP Earned	0
ADMIN (G/W/S)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT/COMP USED	0
Mayor/Staff Meeting																	Holiday	8
Staff Training																	Sick Paid	2
Budget																	Vacation Paid	5.5
STREETS (G-STREETS)	0	0	0	0	2	0	0	1	0	0	0	0	0	0	0	0	TOTAL HOURS PAID	82.5
Sidewalk Research																		
Snow Plowing					2													
Storm Drain																		
Snow Blowing								1										
Street Sweeping																		
Pot Hole Repair																		
Road Hazard																		
EQP Maint.G/W/S)	6	2	0	6.5	0	0	0	0	5	5.5	0	0	0	0	5.5	0		
Backhoe															5.5			
Loader									5	4								
Grader	6	2																
MACK Dump Truck																		
VOLVO Dump Truck				6.5						1.5								
Dust Abatement Truck																		
Jetter																		
S10 Pickup																		
F350 Pickup																		
IND. PARK (IP/G)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
IP Maintenance - Special																		
WATER (W)	0.5	0.5	0.5	0.5	0.5	0	0	3.5	0.5	0.5	0	0	0	0	1.5	0		
Water Logs	0.5	0.5	0.5	0.5	0.5			0.5	0.5	0.5					0.5			
Water Testing																		
Meter Reading								3										
Pump Maintenance																		
Well Maintenance																		
Booster Maintenance																		
Water Service Call															1			
Training / Travel																		
SEWER (SWR)	0.5	0.5	0.5	0.5	0.5	0	0	0	0	0.5	0	0	0	0	0.5	0		
Sewer Logs	0.5	0.5	0.5	0.5	0.5					0.5					0.5			
Sewer Testing																		
Auger Room Maintenance																		
Sewer System Maintenance																		
Sewer Service Call																		
Training / Travel																		
Park (G-Parks)	1	0.5	0.5	0.5	0.5	0	0	0.5	1	0.5	0	0	0	0	0.5	0		
Restroom Maintenance	1	0.5	0.5	0.5	0.5			0.5	1	0.5					0.5			
Mowing / Trimming																		
Irrigation																		
Special Event																		
ANIMAL (G-LAW)	0	0	1	0	1	0	0	1	1	1	0	0	0	0	0	0		
Patrol			1		1			1	1	1								
Service Calls																		
Animal Care																		
Training / Travel																		
SPECIAL JOBS (WKND)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Fire Hydrant - Water																		
Sewer																		
Streets																		
Animal Control																		

Leonard Wallace

I herby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.  
 Employee Signature: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

OFFICE Time Sheet November 1 - 15, 2015)

DATE	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	TIME TYPES	Hours
Time In		900a	900a	900a	900a	800a			900a	800a	HOL	815a	830a				
Time Out		800p	500p	430p	530p	400p			1000p	400p	HOL	430p	415p			General	69.5
Lunch		4.5	0	0	0	0			5	0		0	0			P&Z	1
STRAIGHT HOURS EARNED	0	6.5	8	7.5	8.5	8	0	0	8	8	0	8.25	7.75	0	0	Streets	0
OT/COMP EARNED																EQP Maint.	0
COMP Hours USED		1.5														Industrial Park	0
HOLIDAY											8					Water	0
SICK USED																Sewer	0
VACATION USED																Parks	0
TOTAL TIME TO BE PAID	0	8	8	7.5	8.5	8	0	0	8	8	8	8.25	7.75	0	0	Animal Control	0
GENERAL (G/W/S)	0	5.5	8	7.5	8.5	8	0	0	8	8	0	8.25	7.75	0	0	Special Jobs	0
City Council MTG									2.75							TOTAL HOURS	70.5
City Council MTG Prep																WEEK 1 Total	38.5
City Hall		5.5	8	7	8.5	8			5.25	7.5		7.25	7.5			WEEK 2 Total	32
Newsletter/Comm. Engage																WEEK 3 Total	
Training / Travel									0.5			1	0.25				
City Council Minute Prep/Edit				0.5													
Mayor / Staff Meeting																OT/COMP Earned	0
Staff Training																OT/COMP USED	1.5
Public Records Requests																Holiday	8
Complaints																Sick Paid	0
Claims																Vacation Paid	0
P&Z (G-P&Z)	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	TOTAL HOURS PAID	80
P&Z MTG Prep																	
P&Z MTG		1															
P&Z Minute Prep/Edit																	
Training / Travel																	
STREETS (G-STREETS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Special Project																	
EQP Maint.G/W/S)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office Equipment																	
IND. PARK (IP/G)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
IP Billing																	
WATER (W)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water Service Call																	
Utility Billing (W)																	
Training / Travel																	
SEWER (SWR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Service Call																	
Utility Billing (S)																	
Training / Travel																	
PARK (G-Parks)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Special Event																	
ANIMAL (G-LAW)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Service Calls																	
Animal Care																	
Training / Travel																	
SPECIAL JOBS (WKND)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water																	
Sewer																	
Streets																	
Animal Control																	

Kim Jackson

I herby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.  
 Employee Signature: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

SPECIAL NOTES:

OFFICE Time Sheet November 16 - 30, 2015)

DATE	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	TIME TYPES	Hours
<b>Time In</b>	830a	900a	830a	845a	915a			900a	900a	800a	HOL	VAC			900a		
<b>Time Out</b>	200p	630p	430p	215p	400p			130p	515p	300p	HOL	VAC			1245p	General	56.5
<b>Lunch</b>	1.75	0	0.5	0	0			0	0	0					0	P&Z	0
<b>STRAIGHT HOURS EARNED</b>	3.75	9.5	7.5	5.5	6.75	0	0	4.5	8.25	7	0	0	0	0	3.75	Streets	0
<b>OT/COMP EARNED</b>																EQP Maint.	0
<b>COMP Hours USED</b>																Industrial Park	0
<b>HOLIDAY</b>											8					Water	0
<b>SICK USED</b>	4.25		0.5	1	1.25			3.5		0.75					4.25	Sewer	0
<b>VACATION USED</b>												8				Parks	0
<b>TOTAL TIME TO BE PAID</b>	8	9.5	8	6.5	8	0	0	8	8.25	7.75	8	8	0	0	8	Animal Control	0
<b>GENERAL (G/W/S)</b>	3.75	9.5	7.5	5.5	6.75	0	0	4.5	8.25	7	0	0	0	0	3.75	Special Jobs	0
City Council MTG																<b>TOTAL HOURS</b>	<b>56.5</b>
City Council MTG Prep																WEEK 1 Total	33
City Hall	3.75	9.5	7.5	5.5	6.75			4.5	8.25	7					3.75	WEEK 2 Total	19.75
Newsletter/Comm. Engage																WEEK 3 Total	3.75
Training / Travel																	
City Council Minute Prep/Edit																	
Mayor / Staff Meeting																OT/COMP Earned	0
Staff Training																OT/COMP USED	0
Public Records Requests																Holiday	8
Complaints																Sick Paid	15.5
Claims																Vacation Paid	8
<b>P&amp;Z (G-P&amp;Z)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	<b>TOTAL HOURS PAID</b>	<b>88</b>
P&Z MTG Prep																	
P&Z MTG																	
P&Z Minute Prep/Edit																	
Training / Travel																	
<b>STREETS (G-STREETS)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Special Project																	
<b>EQP Maint.G/W/S)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office Equipment																	
<b>IND. PARK (IP/G)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
IP Billing																	
<b>WATER (W)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water Service Call																	
Utility Billing (W)																	
Training / Travel																	
<b>SEWER (SWR)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Service Call																	
Utility Billing (S)																	
Training / Travel																	
<b>PARK (G-Parks)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Special Event																	
<b>ANIMAL (G-LAW)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Service Calls																	
Animal Care																	
Training / Travel																	
<b>SPECIAL JOBS (WKND)</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water																	
Sewer																	
Streets																	
Animal Control																	

**Kim Jackson**

I herby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.  
 Employee Signature: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

**SPECIAL NOTES:**

OFFICE Time Sheet November 1 - 15, 2015)

DATE	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15		TIME TYPES	Hours
Time In		800a	800a	800a	800a	800a			800a	800a	HOL	830a	900a					
Time Out		800p	800p	500p	530p	430p			1000p	400p	HOL	700p	400p				General	66
Lunch		0	3.75	0	2	3			0	0		0	0				P&Z	3
STRAIGHT HOURS EARNED	0	12	8.25	9	7.5	2.75	0	0	12	8	0	10.5	7	0	0	0	Administrative	6
OT/COMP EARNED						2.25											Streets	0
COMP Hours USED																	EQP Maint.	0
HOLIDAY											8						Industrial Park	0
SICK USED																	Water	1
VACATION USED																	Sewer	1
TOTAL TIME TO BE PAID	0	12	8.25	9	7.5	5	0	0	12	8	8	10.5	7	0	0	0	Parks	0
GENERAL (G/W/S)	0	8	8.25	9	7.5	2.75	0	0	9	4	0	10.5	7	0	0	0	Animal Control	0
City Council MTG									2.75								Special Jobs	0
City Council MTG Prep									2.5								TOTAL HOURS	77
City Hall		8	8.25	9	7.5	2.75			3.75	4			7				WEEK 1 Total	39.5
Newsletter/Comm. Engage																	WEEK 2 Total	37.5
Training / Travel												10.5					WEEK 3 Total	0
City Council Minute Prep/Edit																		
Elections																		
P&Z (G-P&Z)	0	2	0	0	0	0	0	0	0	1	0	0	0	0	0	0	OT/COMP Earned	2.25
P&Z MTG Prep/Matters		1															OT/COMP USED	0
P&Z MTG (or AIR)		1															Holiday	8
Developer Contact										1							Sick Paid	0
Training / Travel																	Vacation Paid	0
P&Z Minute Prep/Edit																	TOTAL HOURS PAID	87.25
ADMIN (G/W/S)	0	0	0	0	0	0	0	0	3	3	0	0	0	0	0	0		
Mayor/Staff Meeting																		
Payroll/HR Info																		
Staff Training																		
Complaints																		
Public Records Requests																		
Claims									3	3								
Budget																		
Website Updates																		
Information Technology																		
Comm. Prom/Develop																		
Grant W.A.I.R.																		
STREETS (G-STREETS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dust Abatement																		
Training / Travel																		
EQP Maint.G/W/S)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office Equipment																		
IND. PARK (IP/G)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
IP Billing																		
WATER (W)	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water Service Call																		
Utility Billing (W)		1																
Grant Writing / Admin.																		
Training / Travel																		
SEWER (SWR)	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Service Call																		
Utility Billing (S)		1																
Grant Writing / Admin.																		
Training / Travel																		
PARK (G-Parks)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Special Event																		
ANIMAL (G-LAW)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Service Calls																		
Animal Care																		
Training / Travel																		
SPECIAL JOBS (WKND)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water																		
Sewer																		
Streets																		
Animal Control																		

Mac Qualls

I hereby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE Time Sheet November 16 - 30, 2015)

DATE	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30		TIME TYPES	Hours
Time In	800a	800a	800a	900a	830a			800a	930a	830a	HOL	Sick	1100a		800a			
Time Out	400p	630p	415p	600p	415p			515p	530p	500p	HOL	Sick	800p		600p		General	63.75
Lunch	1	0	0	1	0			0	2	2			1.5		0		P&Z	0
STRAIGHT HOURS EARNED	7	10.5	8.25	8	6.25	0	0	9.25	6	6.5	0	0	7.5	0	10	0	Administrative	15.5
OT/COMP EARNED					1.5												Streets	0
COMP Hours USED																	EQP Maint.	0
HOLIDAY											8						Industrial Park	0
SICK USED												8					Water	0
VACATION USED																	Sewer	0
TOTAL TIME TO BE PAID	7	10.5	8.25	8	7.75	0	0	9.25	6	6.5	8	8	7.5	0	10	0	Parks	0
GENERAL (G/W/S)	7	2.5	8.25	8	6.25	0	0	9.25	6	6.5	0	0	0	0	10	0	Animal Control	0
City Council MTG																	Special Jobs	0
City Council MTG Prep																	TOTAL HOURS	79.25
City Hall	7	2.5	8.25	8	6.25			9.25	6	6.5					10		WEEK 1 Total	40
Newsletter/Comm. Engage																	WEEK 2 Total	29.25
Training / Travel																	WEEK 3 Total	10
City Council Minute Prep/Edit																		
Elections																		
P&Z (G-P&Z)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT/COMP Earned	1.5
P&Z MTG Prep/Matters																	OT/COMP USED	0
P&Z MTG (or AIR)																	Holiday	8
Developer Contact																	Sick Paid	8
Training / Travel																	Vacation Paid	0
P&Z Minute Prep/Edit																	TOTAL HOURS PAID	96.75
ADMIN (G/W/S)	0	8	0	0	0	0	0	0	0	0	0	0	7.5	0	0	0		
Mayor/Staff Meeting																		
Payroll/HR Info																		
Staff Training																		
Complaints																		
Public Records Requests																		
Claims																		
Budget																		
Website Updates																		
Information Technology		8											7.5					
Comm. Prom/Develop																		
Grant W.A.I.R.																		
STREETS (G-STREETS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dust Abatement																		
Training / Travel																		
EQP Maint.G/W/S)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office Equipment																		
IND. PARK (IP/G)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
IP Billing																		
WATER (W)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water Service Call																		
Utility Billing (W)																		
Grant Writing / Admin.																		
Training / Travel																		
SEWER (SWR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Service Call																		
Utility Billing (S)																		
Grant Writing / Admin.																		
Training / Travel																		
PARK (G-Parks)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Special Event																		
ANIMAL (G-LAW)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Service Calls																		
Animal Care																		
Training / Travel																		
SPECIAL JOBS (WKND)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water																		
Sewer																		
Streets																		
Animal Control																		

Mac Qualls

I herby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE Time Sheet November 1 - 15, 2015)

DATE	11/1	11/2	11/3	11/4	11/5	11/6	11/7	11/8	11/9	11/10	11/11	11/12	11/13	11/14	11/15	TIME TYPES	Hours
Time In		900a	900a	900a					900a			900a	900a				
Time Out		400p	1100a	1245p					300p			315p	1130a			General	27.5
Lunch		0	0	0					0			0	0			P&Z	0
STRAIGHT HOURS EARNED	0	7	2	3.75	0	0	0	0	6	0	0	6.25	2.5	0	0	Administrative	0
OT/COMP EARNED																Streets	0
COMP Hours USED																EQP Maint.	0
																Industrial Park	0
																Water	0
																Sewer	0
TOTAL TIME TO BE PAID	0	7	2	3.75	0	0	0	0	6	0	0	6.25	2.5	0	0	Parks	0
GENERAL (G/W/S)	0	7	2	3.75	0	0	0	0	6	0	0	6.25	2.5	0	0	Animal Control	0
City Council MTG																Special Jobs	0
City Council MTG Prep																TOTAL HOURS	27.5
City Hall		7	2	3.75					6			6.25	2.5			WEEK 1 Total	12.75
Newsletter/Comm. Engage																WEEK 2 Total	14.75
Training / Travel																WEEK 3 Total	0
City Council Minute Prep/Edit																	
Elections																	
P&Z (G-P&Z)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT/COMP Earned	0
P&Z MTG Prep/Matters																OT/COMP USED	0
P&Z MTG (or AIR)																	0
Developer Contact																	0
Training / Travel																	0
P&Z Minute Prep/Edit																TOTAL HOURS PAID	27.5
ADMIN (G/W/S)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Mayor/Staff Meeting																	
Payroll/HR Info																	
Staff Training																	
Complaints																	
Public Records Requests																	
Claims																	
Budget																	
Website Updates																	
Information Technology																	
Comm. Prom/Develop																	
Grant W.A.I.R.																	
STREETS (G-STREETS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dust Abatement																	
Training / Travel																	
EQP Maint.G/W/S)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office Equipment																	
IND. PARK (IP/G)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
IP Billing																	
WATER (W)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water Service Call																	
Utility Billing (W)																	
Grant Writing / Admin.																	
Training / Travel																	
SEWER (SWR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Service Call																	
Utility Billing (S)																	
Grant Writing / Admin.																	
Training / Travel																	
PARK (G-Parks)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Special Event																	
ANIMAL (G-LAW)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Service Calls																	
Animal Care																	
Training / Travel																	
SPECIAL JOBS (WKND)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water																	
Sewer																	
Streets																	
Animal Control																	

Andrea Scrogam

I herby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Supervisor Signature: \_\_\_\_\_

OFFICE Time Sheet November 16 - 30, 2015)

DATE	11/16	11/17	11/18	11/19	11/20	11/21	11/22	11/23	11/24	11/25	11/26	11/27	11/28	11/29	11/30	TIME TYPES	Hours
Time In		900a	900a	900a	900a			900a	900a	900a					900a		
Time Out		630p	400p	430p	330p			330p	300p	500p					300p	General	49
Lunch		0	0	0	0			0	0	0					0	P&Z	0
STRAIGHT HOURS EARNED	0	9.5	7	7.5	6.5	0	0	6.5	6	8	0	0	0	0	6	Administrative	8
OT/COMP EARNED																Streets	0
COMP Hours USED																EQP Maint.	0
																Industrial Park	0
																Water	0
																Sewer	0
TOTAL TIME TO BE PAID	0	9.5	7	7.5	6.5	0	0	6.5	6	8	0	0	0	0	6	Parks	0
GENERAL (G/W/S)	0	1.5	7	7.5	6.5	0	0	6.5	6	8	0	0	0	0	6	Animal Control	0
City Council MTG																Special Jobs	0
City Council MTG Prep																TOTAL HOURS	57
City Hall		1.5	7	7.5	6.5			6.5	6	8					6	WEEK 1 Total	30.5
Newsletter/Comm. Engage																WEEK 2 Total	20.5
Training / Travel																WEEK 3 Total	6
City Council Minute Prep/Edit																	
Elections																	
P&Z (G-P&Z)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	OT/COMP Earned	0
P&Z MTG Prep/Matters																OT/COMP USED	0
P&Z MTG (or AIR)																	0
Developer Contact																	0
Training / Travel																	0
P&Z Minute Prep/Edit																TOTAL HOURS PAID	57
ADMIN (G/W/S)	0	8	0	0	0	0	0	0	0	0	0	0	0	0	0		
Mayor/Staff Meeting																	
Payroll/HR Info																	
Staff Training																	
Complaints																	
Public Records Requests																	
Claims																	
Budget																	
Website Updates																	
Information Technology		8															
Comm. Prom/Develop																	
Grant W.A.I.R.																	
STREETS (G-STREETS)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Dust Abatement																	
Training / Travel																	
EQP Maint.G/W/S)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Office Equipment																	
IND. PARK (IP/G)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
IP Billing																	
WATER (W)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water Service Call																	
Utility Billing (W)																	
Grant Writing / Admin.																	
Training / Travel																	
SEWER (SWR)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sewer Service Call																	
Utility Billing (S)																	
Grant Writing / Admin.																	
Training / Travel																	
PARK (G-Parks)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Special Event																	
ANIMAL (G-LAW)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Service Calls																	
Animal Care																	
Training / Travel																	
SPECIAL JOBS (WKND)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Water																	
Sewer																	
Streets																	
Animal Control																	

Andrea Scrogam

I herby certify that the hours indicated above are true and correct and that I have not worked unauthorized overtime.

Employee Signature: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_