

Record time worked and time off
in hours & minutes. eg (8:30)

Week Ending Date: 10/6/2012

WEEKLY TIME REPORT

SSN: 123-45-6789

Name: Doe, Jane

Exempt: X Non-Exempt: _____

Division: Records Management

Scheduled Work Week (Hrs): 40

DAY OF WEEK	DATE (mm/dd)	TIME WORKED	VACATION	SICK	OVERTIME	HOLIDAY	OTHER LEAVE	TOTAL TIME WORKED	HR USE ONLY	
Sunday	9/30	: :	: :	: :	: :	: :	: :			HW
Monday	10/1	8 : 00	: :	: :	: :	: :	: :	39 : 00		CW
Tuesday	10/2	7 : 00	: :	1 : 00	: :	: :	: :	PAID TIME OFF		OW
Wednesday	10/3	8 : 00	: :	: :	: :	: :	: :			
Thursday	10/4	8 : 00	: :	: :	: :	: :	: :	1 : 00		FM
Friday	10/5	8 : 00	: :	: :	: :	: :	: :	GRAND TOTAL		TS
Saturday	10/6	: :	: :	: :	: :	: :	: :			
TOTALS		39 : 00	0 : 00	1 : 00	0 : 00	0 : 00	0 : 00	40 : 00		

Remarks: (Explain comp, overtime, holiday comp, and other leave)

I certify that the time worked as listed above is correct.

Jane Doe

10/8/2012

OFFICIAL HR COPY

**LOCAL GOVERNMENT MEETING
MINUTES**

**REGULAR MEETING
THURSDAY, DECEMBER 16, 2010**

Invocation: Rev. Jim Rigby, St. Andrews Presbyterian Church

The following represents the actions taken by the government in the order they occurred during the meeting. While the minutes are not in sequential order, all agenda items were discussed. The governing body, convened in a regular meeting on Thursday, December 16, 2010 in the Council Chambers of City Hall.

The meeting was called to order at 10:10 a.m.

CONSENT AGENDA

The following items were acted on by one motion. No separate action occurred on any of the items.

1. Approve the minutes of the governing body's regular meeting of December 9, 2010. The minutes from the regular meeting of December 9, 2010 were approved.
2. Approve a policy affecting the entire local government.
Policy No. 20101216-002 was approved.
3. Authorize the negotiation and execution of a sixty (60) month lease of approximately 4,934 rentable square feet of office space for the the local government located at 700 Lavaca, 9th floor, in an amount not to exceed \$567,410. Funding in the amount of \$75,654.67 is available in the Fiscal Year 2010-2011

The motion authorizing the negotiation and execution of a lease from the county was approved.

Item 4 was pulled for discussion.

5. Authorize the negotiation and execution of a contract to purchase in fee simple Lots 1 and 2, Block A

Minutes of Records Management Department Staff Meeting

August 15, 2013

9:00 a.m.

Attendees:

Bob Evans

Erica Barleymore

Maria Cassavetes

Ray Houseman

Nina Pfeiffer

Martin Rister

Erin Walker

Eva Williams

Eva Williams will be learning the duties of Ray Houseman's position as Training Coordinator so that she may act as a backup for times when Ray is not here. She will also take minutes at the Status and Briefing meetings for the department that will occur every two weeks.

In August, the six-month performance appraisals will be done for the new analysts and status checks will be performed for the rest of the unit.

We need to have change management steps built in to projects to ensure manager/management approval before process, print or web changes are made. Any submission needs to be carefully checked before being published or printed. Everyone should be involved in the proofreading process, so please build in time for review.

ACTION ITEM: The person in charge of a project will set a deadline for review and Polly will then help calculate a timeline for proofing and printing.

The County and District Clerks Association conference will occur on Friday, November 6. Materials for the conference need to be approved by Polly LePlume. Online registration will be handled by Shoal Creek County and Calaveras County will publicize the event. PIFs have been started for speakers, materials, and the venue, but will have to wait until FY10 purchases. The registration will be available on Monday, August 3. Everyone in the department is required to register and Polly and Ray will provide registration services during the conference.

22222		a Employee's social security number		OMB No. 1545-0008		
b Employer identification number (EIN)			1 Wages, tips, other compensation		2 Federal income tax withheld	
c Employer's name, address, and ZIP code			3 Social security wages		4 Social security tax withheld	
			5 Medicare wages and tips		6 Medicare tax withheld	
			7 Social security tips		8 Allocated tips	
d Control number			9 Verification code		10 Dependent care benefits	
e Employee's first name and initial		Last name		Suff.	11 Nonqualified plans	
f Employee's address and ZIP code					12a C o d e	
					13 Statutory employee <input type="checkbox"/> Retirement plan <input type="checkbox"/> Third-party sick pay <input type="checkbox"/>	12b C o d e
					14 Other	12c C o d e
15 State	Employer's state ID number	16 State wages, tips, etc.	17 State income tax	18 Local wages, tips, etc.	19 Local income tax	
20 Locality name						

Form **W-2** Wage and Tax Statement
 Copy 1—For State, City, or Local Tax Department

2017

Department of the Treasury—Internal Revenue Service