

# Sheriff



**Larry Ashley, Okaloosa County Sheriff**

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Date: Aug 18, 2011  
OCSO11CAD-117616

Public Records Request: Additional Employee Timesheets for Angel DeJesus

From: Tom LeBleuc

On August 17, 2011 the OCSO received the following request for public records.  
The agency response is in **bold**.

Please provide the time sheets for employee Angel Dejesus for the pay periods from June 26, 2011 to July 9, 2011 and from July 10, 2011 to July 23, 2011. Also please provide the time sheet for the payroll period for April 25, 2011. Thank You.

**See attached timesheet.**



The Okaloosa County Sheriff's Office is accredited by the Commission for Florida Law Enforcement Accreditation.

"The Okaloosa County Sheriff's Office provides equal access and equal opportunity in employment and services and does not discriminate"

**OKALOOSA COUNTY SHERIFF'S OFFICE  
NON-SWORN EMPLOYEE TIME SHEET**

K

PAY PERIOD BEGINNING 4/17/2011

PAY PERIOD ENDING 4/30/2011

Name ANGEL DEJESUS

Last 6 SSN \_\_\_\_\_

Location FLEET

TO BE COMPLETED BY PAYROLL

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Pay Period Total	Reg	i 1/2
Date	4/17	4/18	4/19	4/20	4/21	4/22	4/23	Week 1	40		
Hours	RDO	10	10	10	10	HOL	RDO				
Date	4/24	4/25	4/26	4/27	4/28	4/29	4/30	Week 2	50	90	
Hours	RDO	10	10	10	10	10	RDO				

COMPLETED BY PAYROLL DEPT

LEAVE OF ABSENCE

Regular Hours Worked	002	<u>72</u>
Vacation Hours Taken	050	
Sick Hours Taken	040	
Holiday Hours Taken	067	<u>8</u>
Admin/Military Hours Taken	070/080	
Total = 80		<u>80</u>
OT	030	<u>10</u>
Holiday Hours Paid (RDO)	065	
Holiday Hours Paid (Worked)	066	<u>(90)</u>

LEAVE USED

050 ANNUAL \_\_\_\_\_ 040 SICK \_\_\_\_\_ 080 MILITARY \_\_\_\_\_  
 020 COMPENSATORY \_\_\_\_\_ 070 ADMINISTRATIVE \_\_\_\_\_ 090 WITHOUT PAY \_\_\_\_\_

COMMENTS

OVERTIME AUTHORIZATION

hours of overtime approved for \_\_\_\_\_

**The reason for this overtime was:**

LEGEND

- RDO Regular Day Off
- AL Vacation
- SL Sick Leave
- C Comp Time
- H Holiday Off
- ADM Administrative Leave
- ML Military Leave
- LWOP Leave Without Pay

I HEREBY CERTIFY THE HOURS LISTED ABOVE ARE THE ACTUAL TOTAL HOURS WORKED, TAKEN AS LEAVE, AND/OR OVERTIME BY ME FOR THE PAY PERIOD INDICATED. I UNDERSTAND THAT FALSIFICATION OF ANY PORTION OF THIS TIME RECORD IS CAUSE FOR IMMEDIATE DISMISSAL.

Employee Signature \_\_\_\_\_

I HEREBY CERTIFY, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE HOURS LISTED ABOVE WERE THE ACTUAL TOTAL HOURS WORKED, TAKEN AS LEAVE, AND/OR OVERTIME BY THE EMPLOYEE FOR THE PAY PERIOD INDICATED. I UNDERSTAND THAT FALSIFICATION OF ANY PORTION OF THIS TIME RECORD IS CAUSE FOR IMMEDIATE DISMISSAL.

Supervisor Signature Angel Dejesus

**OKALOOSA COUNTY SHERIFF'S OFFICE  
NON-SWORN EMPLOYEE TIME SHEET**

TO BE COMPLETED BY PAYROLL

PAY PERIOD BEGINNING 6/26/2011

PAY PERIOD ENDING 7/9/2011

Name ANGEL DEJESUS

Last 6 SSN \_\_\_\_\_

Location FLEET

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Pay Period Total	Reg	i 1/2
Date	6/26	6/27	6/28	6/29	6/30	7/1	7/2	Week 1			
Hours	RDO	10	10	10	10	10	RDO	50			
Date	7/3	7/4	7/5	7/6	7/7	7/8	7/9	Week 2			
Hours	RDO	<del>10</del> H	10	10	10	12	RDO	<del>52</del> 42	92	102	

COMPLETED BY PAYROLL DEPT

Regular Hours Worked	002	<u>72</u>
Vacation Hours Taken	050	
Sick Hours Taken	040	<u>8</u>
Holiday Hours Taken	<u>067</u>	
Admin/Military Hours Taken	070/080	
Total = 80		
OT	<u>030</u>	<u>20</u>
Holiday Hours Paid (RDO)	065	
Holiday Hours Paid (Worked)	066	
		<u>100</u>

LEAVE OF ABSENCE

LEAVE USED

050 ANNUAL \_\_\_\_\_ 040 SICK \_\_\_\_\_ 080 MILITARY \_\_\_\_\_  
 020 COMPENSATORY \_\_\_\_\_ 070 ADMINISTRATIVE \_\_\_\_\_ 090 WITHOUT PAY \_\_\_\_\_

COMMENTS

OVERTIME AUTHORIZATION

hours of overtime approved for \_\_\_\_\_

The reason for this overtime was: \_\_\_\_\_

LEGEND

RDO Regular Day Off  
 AL Vacation  
 SL Sick Leave  
 C Comp Time  
 H Holiday Off  
 ADM Administrative Leave  
 ML Military Leave  
 LWOP Leave Without Pay

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Employee Signature \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_

**OKALOOSA COUNTY SHERIFF'S OFFICE  
NON-SWORN EMPLOYEE TIME SHEET**

TO BE COMPLETED BY PAYROLL

PAY PERIOD BEGINNING 7/10/2011  
 PAY PERIOD ENDING 7/23/2011  
 Name ANGEL DEJESUS  
 Last 6 SSN 0  
 Location FLEET

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Pay Period Total	Reg	1 1/2
Date	7/10	7/11	7/12	7/13	7/14	7/15	7/16	Week 1	50		
Hours	RDO	10	10	10	10	10	RDO				
Date	7/17	7/18	7/19	7/20	7/21	7/22	7/23	Week 2	50	100	
Hours	RDO	10	10	10	10	10	RDO				

COMPLETED BY PAYROLL DEPT

Regular Hours Worked	002	<u>80</u>
Vacation Hours Taken	050	
Sick Hours Taken	040	
Holiday Hours Taken	067	
Admin/Military Hours Taken	070/080	
Total = 80		
OT	<u>030</u>	<u>20</u>
Holiday Hours Paid (RDO)	065	
Holiday Hours Paid (Worked)	066	

LEAVE OF ABSENCE

LEAVE USED

050 ANNUAL	040 SICK	080 MILITARY
020 COMPENSATORY	070 ADMINISTRATIVE	090 WITHOUT PAY

COMMENTS

OVERTIME AUTHORIZATION

\_\_\_\_\_ hours of overtime approved for

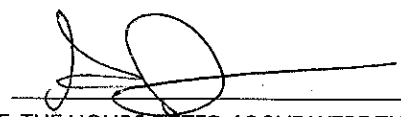
**The reason for this overtime was:**

**LEGEND**

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Employee Signature



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Supervisor Signature

