

## McLennan County Bi-Weekly Time Sheet

Employee Name: Mike Ochoa Jr.

Employee ID Number: 1734

Department: 2200- SHERIFF

Pay Period Dates: June 12, 2022 - June 25, 2022

FLSA STATUS: Exempt  Non-Exempt

Type of Hours	Code	Week 1							Week 2							Total Pay Period Hours		
		Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1 Total	Sun	Mon	Tue	Wed	Thu	Fri		Sat	Week 2 Total
		6/12	6/13	6/14	6/15	6/16	6/17	6/18		6/19	6/20	6/21	6/22	6/23	6/24	6/25		
Hours Actually Worked			7.5	8	9	8	10.5		43						7		7	50
Holiday	343								0		8						8	8
Vacation	300								0		8	8	8				24	24
Sick	310								0								0	0
Comp Time Taken	320								0								0	0
Bereavement Leave	336								0								0	0
Jury Duty	347								0								0	0
Military Leave	350								0								0	0
Excused Absence	338								0								0	0
Job Injury-Jail / S.O. ONLY	348		0.5						0.5								0	0.5
Weather Closing	355								0								0	0
Leave without Pay	911								0								0	0
Overtime Code					5		12											
<b>Total Hours</b>		0	8	8	9	8	10.5	0	43	0	8	8	8	7	0		37	50

Number of Days During Pay Period this Employee used County Vehicle for Commuting from Home to Work: \_\_\_\_\_

Week 1 \_\_\_\_\_

Week 2 \_\_\_\_\_

Approved:   
 Department Head or Supervisor

Certified Correct:   
 Employee's Signature

**FML Days & Additional Notes:**

12: Teaching class

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By signing above, I have verified hours worked and leave time used has been approved.

By signing above, I am certifying the hours worked and leave time used are accurately and appropriately reported.

Note 1 - All time must be reported to the nearest 1/4 hour.

**OT Reasons**

1. STAFFING
2. FMLA
3. SICK
4. TRANSPORT
5. WORKLOAD
6. REGULAR SCHEDULED (NURSES ONLY)

7. LATE CALL (SHERIFF'S OFFICE ONLY)
8. TRIAL
9. COMPLETE OFFENSE REPORT
10. TRAINING
11. SPECIAL ASSIGNMENT
12. OTHER (SPECIFY)