

[illegible]

# MORGAN COUNTY DOG WARDEN

## Employee Time Sheet

NAME Nick Finley

POSITION Asst. Dog Warden

PAY PERIOD: From 3-5-17 to 3-11-17

PAYCHECK RECEIVED ON March 24, 2017

SICK LEAVE FORM ATTACHED ☐  
 COMP. TIME FORM ATTACHED ☐  
 FLEX TIME FORM ATTACHED ☐

VACATION LEAVE FORM ATTACHED ☐  
 PERSONAL LEAVE FORM ATTACHED ☐  
 OVERTIME FORM ATTACHED ☐

TOTAL HOURS			
Mon. 3/6	Tues. 3/7	Weds. 3/8	9.75
3:30pm to 3:15pm	2 hr	10 am to 1 pm	
4 hr 45m	2 hr	3 hr	

TOTAL HOURS				

you work extra hours and request overtime pay or comp time you must have prior approval of the Superintendent  
 and you must submit a request form with your time sheet.  
 Time sheets will not be processed without signatures and must be submitted to the Administrative Office by 9 a.m.  
 on the Monday payroll is computed.

2CR 3-20-17  
 AMS 3-20-17

EMPLOYEE SIGNATURE

*Nick Finley*

*4 hr 5-20-17*

