

MONTH & YEAR: January-2012 COUNTY CONSERVATION DISTRICT

EMPLOYEE:

DATE	LIST TYPE OF WORK AND LOCATION FOR EACH DAY IN PAY STATUS	ST	AL	SL	EL	H	CTA	CTU	LWOP	SHIL	Shared Leave Used (not donated)
02-Jan-12	New Year's Day Holiday					8					
03-Jan-12	Board Meeting, Sent OSF-3 to OCC, Worked on Carbon Verification Paperwork, Helped Mary Rusch on Tax Repors	8									
04-Jan-12	Worked on Carbon Verification Paperwork, Uploaded Carbon Contracts	8									
05-Jan-12	Wrote Minutes, Typed Minutes, Worked on Carbon Verification Paperwork	8									
06-Jan-12	Pd. Bills, Sent out Minutes to OCC, Proofed Minutes, Sent out Fleet Card Receipts, Uploaded Carbon Verification Paperwork, Faxed Packing Slip to A.O.	8									
09-Jan-12	Worked on W-2's & W-3, 1099 Misc. & 1096 forms, Sent out CSP-2008 Practice Reminder Letters	8									
10-Jan-12	Helped Mary Rusch with W-2's & W-3, Typed 1099 Misc. & 1096 forms, Sent out W-2's & W-3, 1099 Misc. & 1096 Forms, Worked on Alan Iven's Longevity with Mary	8									
11-Jan-12	Took Deposit to Bank, Worked on books, Sent OK-FNDM-1 & Travel Information Sheet & Registration for Michael to S.O.	8									
12-Jan-12	Worked on State Cost Share Conservation Plans, Put Together Conservation Plans	8									
13-Jan-12	Worked on State Cost Share Conservation Plans, Put Together Conservation Plans	8									
16-Jan-12	Birthday of Martin Luther King Jr.					8					
17-Jan-12	Worked on State Cost Share Conservation Plans, Plan Maps, Soil maps, Staff Meeting	8									
18-Jan-12	Worked on Conservation Plans, Plan Maps, Soil Maps, Printed out Maps for EQIP Applications	8									
19-Jan-12	Printed out Maps for EQIP Applications, Completed Statistical Survey of Occupation Injuries and Illnesses for Calendar Year 2012, Pd. Center Point Energy	8									
20-Jan-12	Printed out OK Bulletins, Sent 1245 for Signature, Sent out Tax Exempt Status to Sooner Coop. Worked on Conservation Plan Labels	8									
23-Jan-12	Worked on Conservation Plans, Plan Maps, Soil Maps, Sent out Cultural Resources for State Cost Share Plans, Printed out Conservation Plan Labels	8									
24-Jan-12	Sent out Cultural Resources for EQIP & WHIP, Worked on Books	8									
25-Jan-12	Sent out Tickets, Filed Contract Reviews for EQIP, WHIP & CSP-2008 for Michael, Posted 2 1245's on econtracts to be sent to S.O. for Payment	8									
26-Jan-12	Talked with AT&T Advertising Solutions in regards to late payment, Worked on AGI & 1026 Eligibility problems, Worked on books, Sent waiver on Brook Strader in through econtracts to S.O.	8									
27-Jan-12	Sent 1245 & Modification for Signature, Sent 1245 on econtracts for payment, Printed out information on feral hog traps, Worked on questions for Oklahoma Conservation Feud, Worked on Books	8									
30-Jan-12	Posted & Filed Tickets, Typed OSF-3, Typed Approval of Minutes, Pd. Federal Tax Deposit	8									
31-Jan-12	Pd. Salaries, Typed Timesheets, Payroll Worksheets, Approval Of Leave Sheets, Typed Pre-Claim, Typed Finsat, CD. Record, Acc.Rec., Alloc., Rental Payment Breakdown, Typed Performance Worksheet, Balancet books, Copied Board Meeting Material	8									
<b>TOTALS</b>		160	0	0	0	16	0	0	0	0	0

TOTAL HOURS		ACCRUED	ENDING BALANCE
LEAVE			
SUMMARY	AL 480	16.67	496.67
	SL 1623	10	1633
	CT 0	0	0

ST=standard time AL=annual leave SL=sick leave EL=enforced leave H=holiday CTA=compensatory time accrued  
 CTU=compensatory time used LWOP=leave without pay SHL=shared leave

Supervisor Signature: [Signature] Date: 1-21-2012

EXAMPLE 3

MONTH & YEAR: January-2012

COUNTY CONSERVATION DISTRICT

EMPLOYEE: 3

OCC-5B (07/07)

DAILY ACTIVITY TIMESHEET AND LEAVE RECORD

DATE	LIST TYPE OF WORK AND LOCATION FOR EACH DAY IN PAY STATUS	ST	AL	SL	EL	H	Comp Time Accrued			SHL
							CTA	CTU	LWOP	
02-Jan-12	Holiday					8				
03-Jan-12	Board Meeting, Paper work, Annual Leave 12:30 - 4:30	4	4							
04-Jan-12	Carbon Paper work	8								
05-Jan-12	Carbon Paper work, Worked in shop	8								
06-Jan-12	Looked at fields, Picked up seed	8								
09-Jan-12	Looked at fields for grass planting, Checked on Native mixes	8								
10-Jan-12	Ordered seed	8								
11-Jan-12	Looked at fields, Checked on Native prices	8								
12-Jan-12	Picked up seed at Enid, looked at fields	8								
13-Jan-12	Sent out drill, Looked at fields for grass planting	8								
16-Jan-12	Holiday, 12:00 - 2:00 Worked on drill in field, Replaced chain					8	3			
17-Jan-12	Ordered seed mixes	8								
18-Jan-12	Unloaded seed	8								
19-Jan-12	Ordered seed, Worked on truck brakes	8								
20-Jan-12	Sent out drill & seed, Replaced radiator hose on pick up	8								
23-Jan-12	Picked up seed, Ordered seed	8								
24-Jan-12	Cleaned out drill, Worked in shop	8								
25-Jan-12	Worked on drill, Picked up seed	8								
26-Jan-12	Ordered seed, Annual Leave 12:30 - 1:30, Comp Time 1:30 - 4:30	4	1					3		
27-Jan-12	Worked on drill	8								
30-Jan-12	Picked up drill, Unloaded seed	8								
31-Jan-12	Paper work on seed	8								
<b>TOTALS</b>		152	5	0	0	16	3	3	0	0

LEAVE SUMMARY	FORWARD	USED	ACCRUED	ENDING BALANCE
AL	473.93		16.67	490.60
SL	1919		10	1929.00
CT	0	3	3	0.00

Employee Signature: \_\_\_\_\_ Date: 1-31-12  
 Supervisor Signature: \_\_\_\_\_ Date: 1-31-12

ST=standard time AL=annual leave SL=sick leave EL=enforced leave H=holiday CTA=compensatory time accrued  
 CTU=compensatory time used LWOP=leave without pay SHL=shared leave