

**PERSONNEL SERVICES TIME SHEET**

Implementing Agency: Sunnytown Police Department

PO Number: 11111

Invoice Number: 101

For a period of: 7/6/2017

to: 7/20/2017

Certified Correct by: Captain Pat Johnson

*By signing the attached invoice, the above named authorized agent certifies that officers listed below meet the minimum requirements for these hours to be counted as overtime.*

**Instructions**

1. Up to two (2) names on each time sheet, additional time sheet tabs on bottom of spreadsheet.
2. Date Worked Column must be inclusive of pay periods (change very first date under "Date Worked" to reflect first day of pay period, remaining dates will autofill).
3. Detail Location reflects the roadways and intersections where the HVE activities were performed.
4. Project Time reflects the number of hours directly related to duties associated with this project.
5. START/END TIME: reflects the start and end time for which the officer is charging overtime to the project. Please list in military time. Only required for HVE duties.
6. Total Daily Hours reflects HVE project time plus regular hours worked the day of, and ALL regular hours worked inclusive of the pay period for reimbursement (40 hour minimum must be met, use Sample TimeSheet as a reference).

Date Worked	Name: John Doe					Name: Jane Smith				
	Detail Location	HVE START TIME	HVE END TIME	HVE Project Time	Total Daily Hours	Detail Location	HVE START TIME	HVE END TIME	HVE Project Time	Total Daily Hours
7/6/2017	1st Ave and Main Street	0900	1300	4.00	12.00					8.00
7/7/2017						1st Ave and Main Street	1000	1500	5.00	5.00
7/8/2017										
7/9/2017					8.00					8.00
7/10/2017					8.00					8.00
7/11/2017					8.00					8.00
7/12/2017					8.00					8.00
7/13/2017	2nd Avenue and Elm Street	1500	1900	4.00	12.00					8.00
7/14/2017						2nd Avenue and Elm Street	1000	1500	5.00	5.00
7/15/2017										
7/16/2017	1st Ave and Main Street	1300	1700	4.00	12.00					8.00
7/17/2017					8.00					8.00
7/18/2017					8.00					8.00
7/19/2017					8.00					8.00
7/20/2017										
7/21/2017										
7/22/2017										
7/23/2017										
7/24/2017										
7/25/2017										
7/26/2017										
7/27/2017										
7/28/2017										
7/29/2017										
7/30/2017										
7/31/2017										
8/1/2017										
8/2/2017										
8/3/2017										
8/4/2017										
8/5/2017										
<b>TOTAL</b>				<b>12.00</b>	<b>92.00</b>				<b>10.00</b>	<b>90.00</b>