

(week of
3/25-3/30/02)

FAX COVER SHEET

3/29/02

From: LOWER MANHATTAN
AIR QUALITY HOTLINE
212-221-8635

To: Ellerine Houston

Fax Number: (718) 595-4422

4
2 Pages (including cover sheet)

Comments: Ellerine-

- ① Savern took her Time Sheet in on Wed. to give to Barbara Puffs to sign.
- ② Nicole worked today 3/29/02 from 11:30-6:00 PM
(she will be here on Monday, 4/1; she will be out on Tuesday 4/2.
- ③ Fating FEDHA's Sign-In Sheet (Bruce + Karen), Tie knot + mine.

Thank you for mailing
my check.
Kore

**MANAGERIAL
TIME RECORD**

**THE CITY OF NEW YORK
DEPARTMENT OF ENVIRONMENTAL PROTECTION
WEEKLY TIME SHEET**

NAME Rose Marabetti
WEEK ENDING (SATURDAY) 3/30/02
S.S.# PII

BUREAU BEC
DIVISION EEDAY

CHARGES TO LEAVE BALANCES

DAY	ARRIVE	DEPART	NO. HOURS WORKED
^{3/24} SUNDAY			
^{3/25} MONDAY	11:00	7:00	7
^{3/26} TUESDAY	10:35	8:00	8 1/2
^{3/27} WEDNESDAY	9:00	6:00	8
^{3/28} THURSDAY	10:50	7:15	7 1/4
^{3/29} FRIDAY	10:55	7:00	7
^{3/30} SATURDAY			
TOTAL			<u>37 3/4</u>

ANNUAL LEAVE	SICK LEAVE	OVERTIME	REMARKS
			off ^{or} + DEC

I HEREBY CERTIFY that the time shown above, correctly represents my attendance for the indicated week.

EMPLOYEE'S SIGNATURE Rose Marabetti
DATE 3/29/02

DIVISION OR BUREAU HEAD _____ AGENCY HEAD _____
DATE _____ DATE _____

INSTRUCTION:

ORIGINAL (TIMEKEEPER)

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL COMPLIANCE**

WEEKENDING: 3/30/02SECTION: ENV. ECONOMICS DEV. ASST.DISTRIBUTION NO: 1601 & 5005

The undersigned certify that they were present and engaged in the business of the office during the hours placed opposite their respective names.

FULL TIME

NAME	ARR.	SIGNATURE	LUNCH OUT IN	DEP	SIGNATURE	REMARKS
MONDAY 3/25						
DIST# 1601 ELLIS, KAREN	11	<i>K Ellis</i>	2 ³⁰ 3 ³⁰	7	<i>K Ellis</i>	7
MACDONALD, BRUCE		<i>Bruce</i>	12 ³⁰ 1 ³⁰	7	<i>Bruce</i>	7
TUESDAY 3/26						
DIST# 1601 ELLIS, KAREN	11 ⁴⁵	<i>K Ellis</i>	1 ³⁰ 2 ³⁰	7	<i>K Ellis</i>	
MACDONALD, BRUCE	9 ³⁰	<i>Bruce</i>	1 ³⁰ 2 ³⁰	5 ³⁰	<i>Bruce</i>	7
WEDNESDAY 3/27						
DIST# 1601 ELLIS, KAREN	9 ³⁰	<i>K Ellis</i>	12 1 ³⁰	5 ³⁰	<i>K Ellis</i>	7
MACDONALD, BRUCE	11 ¹⁵	<i>Bruce</i>	1 2 ¹⁵	7 ¹⁵	<i>Bruce</i>	7
THURSDAY 3/28						
DIST# 1601 ELLIS, KAREN	11 ³⁰	<i>K Ellis</i>	3 4	7	<i>K Ellis</i>	7
MACDONALD, BRUCE	11	<i>Bruce</i>	3 4	7	<i>Bruce</i>	7
FRIDAY 3/29						
DIST# 1601 ELLIS, KAREN	11 ¹⁵	<i>K Ellis</i>	2 ²⁰ 2 ³⁰		<i>K Ellis</i>	
MACDONALD, BRUCE		<i>Annunzio</i>	LEAVE			

Supervisor's initials required for other than
scheduled work hours.

Certification of Accuracy

Ron Marabetti
Supervisor's Signature

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF ENVIRONMENTAL COMPLIANCE**

WEEK: MONDAY - FRIDAY3/25 - 3/29/02UNIT: ENV. ECONOMICS DEV. ASSTNCETITLE: CITY SEASONAL AIDEDIST #: 5005

The undersigned certify that they were present and engaged in the business of the office during the hours placed opposite their respective names.

NAME	ARR	SIGNATURE	LUNCH OUT IN	DEP	SIGNATURE	REMARKS
MON 3/25/02 1						
GRACE, TIEHESIA		<i>Sick</i>			<i>Leave</i>	out SS
TUES 3/26/02 1						
GRACE, TIEHESIA	11 ⁰⁰	<i>Subst Grace</i>	1 ³⁰ 7 ³⁰	6 ⁰⁰	<i>Subst Grace</i>	
WED 3/27/02 1						
GRACE, TIEHESIA	10 ³⁰	<i>Subst Grace</i>	3 ⁰⁰ 4 ⁰⁰	6 ⁰⁰	<i>Subst Grace</i>	
THUR 3/28/02 1						
GRACE, TIEHESIA						Queens
FRI 3/29/02 1						
GRACE, TIEHESIA						out

Supervisor initials required for other than scheduled work hours.

Certification of Accuracy

Rose Macabetti
Supervisor Signature