

**MANAGERIAL
TIME RECORD**

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

NAME Virginia M. Smyth
WEEK ENDING (SATURDAY) 9/15/01
S.S.# _____

BUREAU BEC
DIVISION Admin

CHARGES TO LEAVE BALANCES

DAY	ARRIVE	DEPART	NO. HOURS WORKED
SUNDAY			
MONDAY			
TUESDAY	<u>9³⁰</u>	<u>5³⁰</u>	<u>7</u>
WEDNESDAY			
THURSDAY	<u>9⁴⁰</u>	<u>6⁰⁰</u>	<u>7 1/2</u>
FRIDAY	<u>9³⁰</u>	<u>6⁰⁰</u>	<u>7 1/2</u>
SATURDAY			
TOTAL			<u>22</u>

ANNUAL LEAVE	SICK LEAVE	OVERTIME	REMARKS
	<u>7</u>		
			<u>WTC</u>
<u>7</u>			
			<u>WTC</u>
			<u>WTC</u>

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

EMPLOYEE'S SIGNATURE V. Smyth
DATE 9/17/01

DIVISION OR BUREAU HEAD M. Wilson AGENCY HEAD _____
DATE 9/17/01 DATE _____

INSTRUCTION:

ORIGINAL (TIMEKEEPER)

(Handwritten mark)

**MANAGERIAL
TIME RECORD**

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

NAME Virginia Smyth
WEEK ENDING (SATURDAY) 9/29/01
S.S.# _____

BUREAU _____
DIVISION _____

CHARGES TO LEAVE BALANCES

DAY	ARRIVE	DEPART	NO. HOURS WORKED
SUNDAY			
MONDAY	9 ³⁰	6 ⁰⁰	7 1/2
TUESDAY	10 ⁰⁰	6 ⁰⁰	7
WEDNESDAY	9 ³⁰	5 ³⁰	7
THURSDAY	9 ⁴⁰	5 ³⁰	7
FRIDAY	9 ³⁰	5 ³⁰	7
SATURDAY			
TOTAL			35 1/2

ANNUAL LEAVE	SICK LEAVE	OVERTIME	REMARKS

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

EMPLOYEE'S SIGNATURE V. Smyth
DATE 10/5/01

DIVISION OR BUREAU HEAD M. [Signature] AGENCY HEAD _____
DATE 10/9/01 DATE _____

INSTRUCTION:

ORIGINAL (TIMEKEEPER)

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**MANAGERIAL
TIME RECORD**

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

NAME Virginia Smyth
WEEK ENDING (SATURDAY) 9/22/01
S.S.# _____

BUREAU BEC
DIVISION Adm.

CHARGES TO LEAVE BALANCES

DAY	ARRIVE	DEPART	NO. HOURS WORKED
SUNDAY			
MONDAY	10 ⁰⁰	6 ⁰⁰	7
TUESDAY	9 ³⁰	5 ³⁰	7
WEDNESDAY	9 ⁴⁰	6 ⁰⁰	8
THURSDAY	9 ³⁰	8:00	10 1/2
FRIDAY	8 ³⁰	4 ³⁰	8
SATURDAY			
TOTAL			40 1/2

ANNUAL LEAVE	SICK LEAVE	OVERTIME	REMARKS

WTC

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

EMPLOYEE'S SIGNATURE V. Smyth
DATE 10/5/01

DIVISION OR BUREAU HEAD M. D. Jr. AGENCY HEAD _____
DATE 10/9/01 DATE _____

INSTRUCTION:

ORIGINAL (TIMEKEEPER)

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