MEMORANDUM

TO: Honorable Chair and Members of the School Board
    Michael J. Burke, Superintendent
    Chair and Members of the Audit Committee

FROM: Teresa Michael, Inspector General

DATE: November 4, 2021

SUBJECT: Transmittal of Final Investigative Report:
          20-0015-I/Misrepresenting Time-Department of Transportation Services

Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 20-0015-I related to the Department of Transportation Services. On February 24, 2020, the Office of Inspector General (OIG) received a (written) anonymous complaint. The complaint alleged that Sharon Thomas did not accurately account for her work hours at the District, and received overtime for hours that she did not work. The complaint also alleged that Sharon Thomas had a second place of employment (outside of the School District) that interfered with her duties as a District employee.

The OIG investigation concluded both allegations are unsubstantiated.

In accordance with School Board Policy 1.092.9.b.iv., on September 22, 2021, the draft of this investigation was provided to Sharon Thomas and Director of Transportation Services Shane Searchwell for a response. Shane Searchwell was provided with additional time to provide a response. No response was received from Shane Searchwell. A written response from Sharon Thomas was received by the OIG and included in the final report.

The report is finalized and will be posted on the Inspector General’s website; https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports.
OIG CASE NUMBER 20-0015-I

Misrepresenting Time

TYPE OF REPORT: FINAL
DATE OF REPORT: 11/4/2021

Teresa Michael, Inspector General
Office of Inspector General
School District of Palm Beach County
Office of Inspector General  
Report of Investigation 20-0015-I

EXECUTIVE SUMMARY

From April 21, 2020 to June 18, 2020, the Office of Inspector General (OIG) conducted interviews, reviewed relevant documentation, and analyzed records. As a result of the investigation, the OIG determined that the allegation that Employee Services Technician Sharon Thomas violated School Board Policy 2.61 (3)(c) by misrepresenting her work hours and is receiving overtime pay for hours she did not work was Unsubstantiated. The OIG also determined that the allegation that Thomas has a second job, outside of the School District that interferes with her job duties for the School District in violation of District Policy 3.02 (4)(j) was Unsubstantiated.

On September 22, 2021, OIG staff forwarded a copy of the draft report to Sharon Thomas and Shane Searchwell for a response by October 21, 2021. On two occasions, the OIG attempted to illicit a response from Searchwell. None was received. Thomas' response has been attached as Exhibit 8.

A review of the response illustrates that Thomas does not dispute the investigative findings.

RECOMMENDATIONS

During the investigation, the following issues were discovered and will be referred to the Director of Transportation Services Shane Searchwell and handled as deemed appropriate.

- Transportation Services In-house Overtime form be submitted to and approved by I.T. Solutions Technician Michelle Strawmire.

INVESTIGATIVE PREDICATE

On February 24, 2020, the OIG received a (written) anonymous complaint. The allegations made involve Transportation Services Department Employee Services Technician Sharon Thomas. The complaint alleges that Sharon Thomas is not accurately accounting for her work hours at the District, and is receiving overtime for hours that she did not work (Allegation 1). The complaint also alleges (Allegation 2) that Sharon Thomas has a second place of employment (outside of the School District) that is interfering with her duties as a District employee.
On March 18, 2020, OIG investigator Tanya Lawson was assigned this complaint for investigation.

The OIG concluded that Allegations 1 and 2 were Unsubstantiated. The investigative findings of the allegations will be discussed in detail later in this report.

BACKGROUND

Transportation Services consists of 1,202 employees located across six transportation facilities. Bus travel spans 2,386 square miles each day to include over 18,624 bus stops, making the total miles driven over 13.2 million miles per year.¹

Director of Transportation Services Shane Searchwell has been a School District employee since 2007 and has been the Director of Transportation Services since 2018.

Area Transportation Team Leader Ross Larson has been with the District since 2000. Larson was transferred to the central facility in February 2020 and is the Team Leader for Transportation Services. Larson is the afternoon supervisor and works from 10:00 AM to 6:00 PM.

Area Transportation Team Leader (Team Leader) Teliska Jackson-Wolliston has been with the District for 26 years. Her current position is Team Leader with Transportation Services at the Royal Palm Beach facility. Jackson-Wolliston was Thomas’ site location supervisor from August 2014-February 2020. (No relation to Senior (Sr.) Coordinator Venetrice Jackson).

Senior (Sr.) Transportation Coordinator Venetrice Jackson is located in Transportation Services. Jackson also serves as an interim team leader. Jackson has been with the District since 1994. Jackson was relocated to the Royal Palm Beach facility in February 2020 but was not in charge of approving employee’s time. Jackson is the morning supervisor, working from 5:00 AM-1:00 PM.

Sr. Human Resources Analyst (HR Analyst) Tiffany Floyd has been an HR Analyst for the past five years and with the District for 13 years. Floyd oversees payroll.

Employee Services Technician (aka Payroll Technician/Clerk) Sharon Thomas has been a District employee for 26.5 years. She has been in Transportation Services for the past 11 years. Thomas processes payroll for approximately 250 department employees.

ALLEGATION 1

It is alleged that Employee Services Technician Sharon Thomas violated School Board Policy 2.61 (3)(c) by misrepresenting her work hours and is receiving overtime pay for hours she did not work. Thomas is alleged to have violated the following:

¹ Source: https://www.palmbeachschools.org/departments/transportation_services

School District of Palm Beach County | Office of Inspector General
School Board Policy 2.61 (3)(c)-Fraud states in part:

*Fraud is a willful or deliberate act or omission by which an individual intends to unlawfully deprive the District through an unauthorized benefit, service, property, or something of value by deception, misrepresentation, or other unethical or unlawful means. Fraudulent acts include, but are not limited to:*

(c) Falsification or misrepresentation of reports, timesheets, and travel claims for reimbursement or other expense reimbursement claims

Additional applicable governances;

Fair Labor Standards Act (FLSA)²

Basic Wage Standards;

Nonexempt workers must be paid overtime pay at a rate of not less than one and one-half times their regular rates of pay *after* 40 hours of work in a workweek.

School Board Policy 6.12 (1)(e)-Overtime/Compensatory Time Off Under Certain Circumstances states the following:

Overtime/Compensatory Time:

*Consistent with the FLSA and CFR, eligible employees must have actually worked and performed services on behalf of the District in excess of forty (40) hours during the course of a work week in order to be eligible to receive cash overtime or compensatory time off, unless contrary to the terms of the applicable collective bargaining agreement, if any.*

**COMPLAINANT INTERVIEW**

On February 24, 2020, the OIG received an anonymous complaint. No additional information was provided by the complainant. The written complaint is quoted below as it relates to Allegation 1.

"Sharon Thomas/Payroll Clerk works for the Transportation Department. Not only is the employee very rude to staff and drivers she is also stealing time. And has been for some time. I am a bus driver, and I have to deal with her rudeness and lack of professionalism, and now I have to deal with her stealing time. This is not right and she needs to be stopped. I went to the hospital on February 8, 2020, to visit a family member and I saw her there

² [https://www.dol.gov/agencies/whd/flsa](https://www.dol.gov/agencies/whd/flsa)
working. When I came to work on that Monday the 10th I overheard her telling Ms. Jackson that she got her work complete that passed Saturday. How could she get her work done on that Saturday when I personally saw her working at the hospital? Something needs to be done because stealing time should not be tolerated. How can a person be paid from two jobs at the same time? This needs to be looked into and this needs to be stopped. She works unapproved overtime during the week working over 12 hours a day including Saturdays and Sundays this has been going on for months and months and needs to be stopped.”

WITNESS INTERVIEW[S]

On April 21, 2020, the OIG conducted a sworn telephonic interview of Director of Transportation Services Shane Searchwell. The following represents actual and paraphrased statements made by “Searchwell” as it relates to Allegation 1:

Searchwell stated that during the beginning of each school year, he issues an “all hands on deck” email to supervisors. The directive is to support a smooth transition for the start of the school year. All staff is expected to assist in helping in any way possible. Thomas would be required to participate to help with any paperwork or other duties that may be required of her by her supervisor. Searchwell did not know if he would have any copies of requests for overtime for Thomas, but he will check and forward the OIG anything that he has. Searchwell has not had any concerns regarding Thomas being paid overtime or receiving overtime pay for hours that she was not entitled to receive.

On May 8, 2020, the OIG conducted a sworn telephonic interview of Central Facility Team Leader Ross Larson was conducted. The following represents actual and paraphrased statements made by “Larson” as it relates to Allegation 1:

Larson said that he occasionally signs off on overtime for Thomas. There are two team leaders; one for the morning shift and one for the afternoon shift. Larson is the supervisor for the afternoon shift (10:00 AM to 6:00 PM). During the State of Florida student transportation survey, which is a requirement four times each school year (Exhibit 1), Thomas would accrue overtime along with many other individuals in the Transportation Department. Larson said he has never had a problem with Thomas’ work schedule, or Thomas working overtime and receiving overtime pay for hours not legitimately earned.

On May 14, 2020, the OIG conducted a sworn telephonic interview of Area Transportation Leader Teliska Jackson-Wolliston. The following represents actual and paraphrased statements made by “Jackson-Wolliston” as it relates to Allegation 1:

3 Source: FDOE Student Information Database Reporting Requirements: School districts must report via the Automated Student Information System each student who is transported during survey week regardless of whether or not the student is eligible for transportation funding.
Jackson-Wolliston is currently assigned to the Royal Palm Beach facility and supervised Sharon Thomas until February 2020. Per Jackson-Wolliston, Thomas is the payroll clerk for bus drivers and maintenance employees and performs such duties as processing sick leave, leave of absences, missed punch reports, and other payroll-related matters. It is common for Thomas to accrue overtime. During Jackson-Wolliston’s time at the central facility, she approved Thomas’ overtime request reports before overtime being performed and did not have any incidents of Thomas being paid for overtime she did not work.

On May 7, 2020, the OIG conducted a sworn telephonic interview of Senior Coordinator Venetrice Jackson. The following represents actual and paraphrased statements made by “Jackson” as it relates to Allegation 1:

Jackson stated that Thomas is the payroll clerk, processes payroll, and missed punch reports for approximately 200-250 employees in Transportation Services including the mechanics. Thomas also assists in the yearly student transportation survey that has to be done for the Florida Department of Education (FDOE). Because Thomas would be assisting with processing the surveys, overtime would be common. Jackson stated that she is not in charge of approving Thomas’ overtime. The team leader is in charge of approving overtime (previously Jackson-Wolliston and currently Larson).

On May 21, 2020, the OIG conducted a sworn telephonic interview of Sr. Human Resources Analyst Tiffany Floyd. The following represents actual and paraphrased statements made by “Floyd” as it relates to Allegation 1:

Floyd does not approve overtime for Thomas. To the best of her knowledge, she is not aware of any issues or concerns regarding Thomas’ time or her work schedule. Floyd asserts that Director of Transportation Services Shane Searchwell gives the final approval for overtime. Floyd could not offer any additional information.

SUBJECT INTERVIEW

On June 18, 2020, the OIG conducted a sworn telephonic interview of Employee Services Technician Sharon Thomas. The following represents actual and paraphrased statements made by “Thomas” as it relates to Allegation 1:

Thomas stated that any overtime that she has worked has been approved before the overtime occurred. The Transportation Department does what is called “all hands on deck” protocol at the start of the school year. Staff is requested to assist with this process, which usually results in overtime. Per Thomas, she prepares paperwork for the bus drivers for the state-required annual Student Transportation Survey4 (every student that rides the bus must be counted). The state survey is conducted three times during the school year (and one time in July) and is to be provided to FDOE. Thomas also does additional work as instructed by management, which may also result in overtime. Per

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Thomas, she is in charge of processing payroll for approximately 250 employees in the Transportation Department including the mechanics.

**RECORDS ANALYSIS**

The OIG reviewed the Department of Transportation Services In-house Overtime forms, email documentation, and PeopleSoft Overtime Report. The in-house overtime forms contain the amount of overtime for Thomas. Of the nine Overtime Report forms obtained, only one did not have Searchwell’s final approval (Exhibit 2). The overtime forms also detailed the duties that were performed by Thomas, which included, “all hands on deck”, in addition to payroll duties. The documentation illustrates that Thomas’ overtime was approved by Jackson-Wolliston and Searchwell. PeopleSoft shows Thomas received pay for overtime work performed. A sample of email documentation shows communication from Jackson-Wolliston referencing Thomas’ overtime and assignments for the department (Exhibit 3). For example, email communication from Jackson-Wolliston shows her advising Tiffany Floyd that Thomas would be accruing hours on the weekend. An additional email from Jackson-Wolliston advises that Thomas will be incurring overtime during the week due to purging/adding folders for all employees. Illustrating work to be performed to justify receipt of overtime pay.

The OIG also reviewed email documentation that illustrates that the Transportation Department is required to participate in duties where staff will incur overtime. The directive was issued by the Director of Transportation Services Searchwell. The project is called “all hands on deck”, and staff is expected to participate and contribute (Exhibit 4). This accounts for individuals in the department receiving overtime.

The OIG reviewed the Collective Bargaining Agreement Between The School Board of Palm Beach County and The Association of Educational Secretaries and Office Professionals (AESOP) Article 3, Section A for District compliance, which states the following regarding overtime:

> All authorized and approved work actually performed by an employee in excess of forty (40) hours worked in any workweek shall be considered overtime and shall be compensated as follows:

> One and one-half (1.5) times the employee’s regular rate of pay

The OIG verified via PeopleSoft the overtime pay for Thomas. Thomas was compensated for her overtime hours after working 40 hours of work in a workweek.

The OIG discussed the subject of overtime with the Director of Transportation Services Searchwell ultimately, this documentation was provided by Jackson-Wolliston and Thomas, which demonstrates that in all likelihood, historically, Thomas has received final approval to accrue overtime (Exhibit 5).
Moreover, the OIG contacted the individual responsible for approving District forms, Information Technology (IT) Specialist II Michelle Strawmire. Strawmire advised the OIG that she could not retrieve overtime documentation for the Transportation Services Department because it appears that the document being utilized by Transportation, had not been approved by her, therefore, she cannot retrieve the records. Therefore, the OIG could not obtain all the overtime approval forms.

**CONCLUSION**

Thomas' previous supervisor, Jackson-Wolliston stated that she did not have concerns with Thomas' scheduled work time, Thomas' overtime, or Thomas not completing her work hours. According to interviews, Thomas has maintained the same work schedule since 2009 without any problems or concerns of abuse of overtime. Thomas works her required 40 hours or gets pre-approval to work overtime hours. Additionally, the documents obtained by the OIG illustrate that Thomas has been/is receiving approval for overtime. None of the individuals interviewed expressed any concern or prior history of Thomas misrepresenting her work hours or receiving overtime for work not legitimately performed.

Based on the testimonies and the documentation that were obtained by the OIG, Thomas is receiving pre-approval for overtime being worked beyond her 40-hour workweek, and the in-house overtime forms were approved by either Jackson-Wolliston (when she was located at the central facility) or Larson and had final approval by Searchwell. None of the witnesses interviewed expressed any concerns or provided any additional testimony about Thomas being paid for overtime that she was not entitled to receive. The allegation that Employee Services Technician Sharon Thomas violated School Board Policy 2.61 (3)(c) by misrepresenting her work hours and is receiving overtime pay for hours she did not work was **Unsubstantiated**

**ALLEGATION 2**

It is being alleged that Thomas has a second job outside of the School District that interferes with her job duties for the School District in violation of School Board Policy 3.02(4)(j).

School Board Policy 3.02(4)(j) states:

**Accountability and Compliance:**

*Each employee agrees and pledges:*

*To be efficient and effective in the delivery of all job duties.*
COMPLAINANT INTERVIEW

On February 24, 2020, the OIG received an anonymous complaint. No additional information was provided by the complainant. The written complaint is quoted below as it relates to Allegation 2:

"Shane Searchwell knows that she works a second job and has given her special time to work when the other payroll clerks have to work a different shift."

WITNESS INTERVIEWS

On April 21, 2020, the OIG conducted a sworn telephonic interview of Director of Transportation Shane Searchwell. The following represents actual and paraphrased statements made by "Searchwell" as it relates to Allegation 2:

Searchwell acknowledged that he is aware that Thomas has a second job, but to his knowledge, it has not interfered with her duties with the District. Searchwell stated. Thomas' schedule has been the same for several years and he does not have any issues with her schedule nor has he received any complaints from supervisors that she is not fulfilling her job duties as required.

Searchwell stated that due to Jackson-Wolliston being Thomas' immediate supervisor, she would know more about Thomas' day-to-day activities than he does. Searchwell referred the OIG to Jackson-Wolliston and Venetrice Jackson.

On May 8, 2020, the OIG conducted a sworn telephonic interview of Central Facility Team Leader Ross Larson. The following represents actual and paraphrased statements made by "Larson" as it relates to Allegation 2:

Larson stated that he vaguely remembers that Thomas has a second job, but does not have any concerns with Thomas' time, or her job performance as it pertains to the School District. Larson does not have any complaints regarding Thomas' second place of employment. It is to Larson's knowledge, that Thomas completes her required job duties without incident.

On May 7, 2020, the OIG conducted a sworn telephonic interview of Senior Coordinator Venetrice Jackson. The following represents actual and paraphrased statements made by "Jackson" as it relates to Allegation 2:

Jackson has been at the central facility (3376 Summit Blvd, West Palm Beach) since February 3, 2020, and was not aware of Thomas' second job. It is Jackson's statement, that she does not approve employees' time, but rather the team leader does. To Jackson's knowledge, Thomas reports to work as required and leaves at the end of her shift as scheduled. Jackson could not provide any additional information.
On May 21, 2020, the OIG conducted a sworn telephonic interview of Sr. Human Resources Analyst Tiffany Floyd. The following represents actual and paraphrased statements made by “Floyd” as it relates to Allegation 2:

Floyd was aware of Thomas’ second job, but to her knowledge as a Human Resources Analyst, she has not received any complaints from management regarding Thomas’ job performance with the School District. No further information was provided by Floyd.

**SUBJECT INTERVIEW**

On June 18, 2020, the OIG conducted a sworn telephonic interview of Employee Services Technician Sharon Thomas. The following represents actual and paraphrased statements made by “Thomas” as it relates to Allegation 2:

Thomas’ statement is that her work schedule is Monday through Friday 6:00 AM-2:30 PM and has been since she began in the Transportation Department in 2009. Thomas does have a second place of employment at a local hospital (Wellington Regional Hospital). Per Thomas, the second job does not interfere with her job duties with the District. Thomas asserts that she completes all of her assigned tasks with Transportation. Thomas is scheduled to leave the District at 2:30 PM, and report to the second job at 3:00 PM, giving her sufficient time to report to the second place of employment. Thomas stated that there has never been an issue with her second job, and management is aware that she has a second job outside of the District.

**RECORDS ANALYSIS**

The OIG retrieved Time Collection Device (TCD)\(^5\) data from PeopleSoft covering January 2020 to September 2020. The TCD report for Thomas illustrates that on average, she reports to work at or before 6:00 AM, and leaves at or by 2:30 PM (excluding days where overtime is being accrued) fulfilling her eight-hour day job requirement.

See Table 1 for the TCD report, which covers January 2020-October 2020. For comparison, Please see Table 2 for time clock check-in at Wellington Regional.

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\(^5\) The District uses Time Collection Devices to record hours worked for non-exempt and employees who work in hourly, temporary positions.
Table 1 TCD Sample

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME IN</th>
<th>TIME OUT</th>
<th>TOTAL HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/2/2020*</td>
<td>5:00 AM</td>
<td>6:24 PM</td>
<td>13.40</td>
</tr>
<tr>
<td>1/3/2020</td>
<td>5:03 AM</td>
<td>2:44 PM</td>
<td>9.68</td>
</tr>
<tr>
<td>1/6/20</td>
<td>5:16 AM</td>
<td>2:41 PM</td>
<td>9.41</td>
</tr>
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<td>2/8/20*</td>
<td>5:01 AM</td>
<td>3:26 PM</td>
<td>10.41</td>
</tr>
<tr>
<td>2/13/20*</td>
<td>5:27 AM</td>
<td>7:08 PM</td>
<td>13.68</td>
</tr>
<tr>
<td>2/18/20*</td>
<td>5:19 AM</td>
<td>2:58 PM</td>
<td>9.65</td>
</tr>
<tr>
<td>2/18/20</td>
<td>3:40 PM</td>
<td>7:11 PM</td>
<td>3.51</td>
</tr>
<tr>
<td>2/20/20</td>
<td>5:35 AM</td>
<td>3:23 PM</td>
<td>9.80</td>
</tr>
<tr>
<td>2/22/20*</td>
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<td>4:24 PM</td>
<td>10.38</td>
</tr>
<tr>
<td>2/25/20</td>
<td>5:17 AM</td>
<td>2:38 PM</td>
<td>9.35</td>
</tr>
<tr>
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<td>6:42 PM</td>
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</tr>
<tr>
<td>3/16/20</td>
<td>7:20 AM</td>
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</tr>
<tr>
<td>10/12/20</td>
<td>4:57 AM</td>
<td>2:24 PM</td>
<td>9.45</td>
</tr>
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</table>

*Dates requiring clarification. See Conclusion on page 12.

Table 2 Wellington Regional

<table>
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</tr>
</thead>
<tbody>
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<td>DID NOT WORK</td>
</tr>
<tr>
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<td>3:02 PM</td>
</tr>
<tr>
<td>1/6/2020</td>
<td>DID NOT WORK</td>
</tr>
<tr>
<td>2/8/2020</td>
<td>DID NOT WORK</td>
</tr>
<tr>
<td>2/13/2020</td>
<td>DID NOT WORK</td>
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</tr>
<tr>
<td>3/16/2020</td>
<td>3:28 PM</td>
</tr>
<tr>
<td>9/1/2020</td>
<td>DID NOT WORK</td>
</tr>
<tr>
<td>9/11/2020</td>
<td>3:00 PM</td>
</tr>
<tr>
<td>9/18/2020</td>
<td>3:31 PM</td>
</tr>
<tr>
<td>9/21/2020</td>
<td>3:00 PM</td>
</tr>
</tbody>
</table>

6 Source: PeopleSoft. Random sample period January 2020-September 2020
The OIG compared the PeopleSoft (TCD) sample to the Wellington Regional information provided by Thomas (the dates provided for Wellington Regional did not extend to October). Tables 1 and 2 illustrate that Thomas did not work at her second job on those dates, or when she did work at both jobs, she arrived at the second job after leaving the District. From the sample taken, the OIG determined that there is no overlap of time between leaving the District and the time arriving at the second job.

CONCLUSION

The OIG contacted Thomas to clarify dates that were not in line with her regularly scheduled hours at the District (6:00 AM-2:30 PM). The dates requiring clarification were 1/2/20, 2/8/20, 2/13/20, 2/18/20, 2/22/20, 3/12/20, 9/1/20, and 9/18/20 (Exhibit 6). On these dates, Thomas did not work at her second place of employment therefore, no conflict exists with her time at the District. Thomas sent screenshots of her timecards from her second place of employment via email, for the period covered in this investigative report (Exhibit 7). The timecards illustrate that for the dates covered, there was no conflict.

The OIG contacted Supervisor Arleen Morea at Wellington Regional Medical Center to verify the word “ALERT” which appears on the timecard. Morea verified telephone communication when the word “ALERT” appeared on the timecard for Thomas, she was present at work; however, she neglected to punch out for her lunch break. The OIG also notes that the timecards from Thomas’ second place of employment were requested to verify if there were any discrepancies in her time at either location. This information was willingly provided by Thomas. Additional places of employment are not within the purview of the OIG unless the second place of employment directly interferes with the duties at the District.

The specific date included by the anonymous complainant is February 8, 2020. Specifically, the complaint stated, “I went to the hospital on February 8, 2020, to visit a family member and I saw her there working. When I came to work on that Monday the 10th I overheard her telling Ms. Jackson that she got her work complete that passed Saturday. How could she get work done on that Saturday when I personally saw her working at the hospital?” PeopleSoft TCD report illustrated that Thomas reported to work at the District on February 8, 2020, at 5:01 AM and left at 3:26 PM. Although a specific time was not provided by the anonymous complainant, according to the records for Wellington Regional, Thomas was not working the day of February 8, 2020.

Based on the testimonies and the documentation received, the allegation that Thomas has a second job, outside of the School District that interferes with her job duties for the School District in violation of School Board Policy 3.02(4)(j) was Unsubstantiated.
The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with "beyond a reasonable doubt," which is the more severe test required to convict a criminal, and "clear and convincing evidence," a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as "substantiated" means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as "unfounded" means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as "unsubstantiated" means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.
ATTESTATION

I, the undersigned, do hereby swear, under penalty of perjury, to the best of my personal knowledge, information, and belief, the contents of this report are true and accurate; and I have not knowingly or willfully deprived or allowed another to deprive, the subject of the investigation of any rights contained in Sections 112.532 and 112.533, Florida Statutes. This investigation was conducted pursuant to School District Policy 1.092, Inspector General, and in accordance with applicable Principles and Standards for Offices of Inspectors General as published by the Association of Inspectors General.

Tanya Lawson, Investigator II

STATE OF FLORIDA
COUNTY OF PALM BEACH

Sworn to (or affirmed) and subscribed before me this 04 day of November 2021, by Tanya Lawson, Investigator for the School District of Palm Beach County, Office of Inspector General, who is personally known by me.

Signature of Notary Public
☐ Notary Public or ☐ Law Enforcement Officer

This investigation was conducted by Tanya Lawson, supervised and approved by Director of Investigations Oscar Restrepo. The investigation was conducted in accordance with guidance from the Association of Inspectors General handbook and within standards as prescribed by the Commission for Florida Law Enforcement Accreditation.

Supervised by: Oscar Restrepo, Director of Investigations Date: 11/9/21

Approved by: Teresa Michael, Inspector General Date: 11/9/21
EXHIBIT LIST

Schedule-State of Florida Processing Dates ......................................................... Exhibit 1
Overtime Reports ................................................................................................. Exhibit 2
Pertinent Emails .................................................................................................. Exhibit 3
All Hands on Deck Emails .................................................................................. Exhibit 4
Additional Overtime Reports ............................................................................... Exhibit 5
Work Dates Clarification ...................................................................................... Exhibit 6
Wellington Regional Timecards .......................................................................... Exhibit 7
Sharon Thomas' Response ................................................................................... Exhibit 8

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Shane Searchwell, Director of Transportation Services

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Palm Beach County School Board Members
Michael Burke, Superintendent
Audit Committee Members
OIG File
## Schedule of State Processing Dates

### 2020-2021

<table>
<thead>
<tr>
<th>Survey</th>
<th>Survey Week</th>
<th>Due Date</th>
<th>State Processing</th>
<th>Final Update/Amendment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey 1</td>
<td>July 6-10, 2020</td>
<td>July 24, 2020</td>
<td>July 20-September 11, 2020</td>
<td>September 30, 2020</td>
</tr>
<tr>
<td>Survey 3</td>
<td>February 8-12, 2021</td>
<td>February 19, 2021</td>
<td>February 15-March 5, 2021</td>
<td>April 15, 2021</td>
</tr>
</tbody>
</table>

### 2021-2022

<table>
<thead>
<tr>
<th>Survey</th>
<th>Survey Week</th>
<th>Due Date</th>
<th>State Processing</th>
<th>Final Update/Amendment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey 2</td>
<td>October 11-15, 2021</td>
<td>October 22, 2021</td>
<td>October 18 – November 5, 2021</td>
<td>December 15, 2021</td>
</tr>
<tr>
<td>Survey 3</td>
<td>February 7-11, 2022</td>
<td>February 18, 2022</td>
<td>February 14 – March 4, 2022</td>
<td>April 15, 2022</td>
</tr>
<tr>
<td>Survey 4</td>
<td>June 13-17, 2022</td>
<td>July 1, 2022</td>
<td>June 20 – July 8, 2022</td>
<td>August 15, 2022</td>
</tr>
</tbody>
</table>

### 2022-2023

<table>
<thead>
<tr>
<th>Survey</th>
<th>Survey Week</th>
<th>Due Date</th>
<th>State Processing</th>
<th>Final Update/Amendment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey 2</td>
<td>October 10-14, 2022</td>
<td>October 21, 2022</td>
<td>October 17 – November 4, 2022</td>
<td>December 15, 2022</td>
</tr>
<tr>
<td>Survey 3</td>
<td>February 6-10, 2023</td>
<td>February 17, 2023</td>
<td>February 13 – March 3, 2023</td>
<td>April 15, 2023</td>
</tr>
<tr>
<td>Survey 4</td>
<td>June 12-16, 2023</td>
<td>June 30, 2023</td>
<td>June 19 – July 7, 2023</td>
<td>August 15, 2023</td>
</tr>
</tbody>
</table>

### 2023-2024

<table>
<thead>
<tr>
<th>Survey</th>
<th>Survey Week</th>
<th>Due Date</th>
<th>State Processing</th>
<th>Final Update/Amendment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Survey 1</td>
<td>July 10-14, 2023</td>
<td>July 28, 2023</td>
<td>July 24 – September 8, 2023</td>
<td>September 30, 2023</td>
</tr>
<tr>
<td>Survey 2</td>
<td>October 9-13, 2023</td>
<td>October 20, 2023</td>
<td>October 16 – November 3, 2023</td>
<td>December 15, 2023</td>
</tr>
<tr>
<td>Survey 3</td>
<td>February 5-9, 2024</td>
<td>February 16, 2024</td>
<td>February 12 – March 1, 2024</td>
<td>April 15, 2024</td>
</tr>
<tr>
<td>Survey 4</td>
<td>June 10-14, 2024</td>
<td>June 28, 2024</td>
<td>June 17 – July 5, 2024</td>
<td>August 15, 2024</td>
</tr>
</tbody>
</table>
**Transportation Services Overtime Report**

Complete the information below and click "Go" to submit.

<table>
<thead>
<tr>
<th>Employee ID #</th>
<th>Date</th>
<th>Overtime Dates</th>
<th>Overtime Time In</th>
<th>Overtime Time Out</th>
<th>Total Overtime Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1029017</td>
<td>8/21/2017</td>
<td>8/14/2017</td>
<td>4:06 am</td>
<td>6:00 am</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/15/2017</td>
<td>4:04 am</td>
<td>6:00 am</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/16/2017</td>
<td>4:57 am</td>
<td>6:00 am</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/16/2017</td>
<td>2:30 pm</td>
<td>2:40 pm</td>
<td>0.25</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/17/2017</td>
<td>4:05 am</td>
<td>6:00 am</td>
<td>2.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/17/2017</td>
<td>2:30 pm</td>
<td>3:10 pm</td>
<td>0.75</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/18/2017</td>
<td>4:14 am</td>
<td>6:15 am</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Description**
- Opening Day of School
- Helping In Office
- Payroll
- Select One

**Signature of Employee**

Sharon Thomas  
Monday, August 21, 2017 7:55:13 AM

**Signature of Supervisor**

Telisha Jackson-Wolfison  
8/21/2017 3:17:44 PM

**Signature of Director**

Director's Signature
THE SCHOOL DISTRICT OF PALM BEACH COUNTY
TRANSPORTATION SERVICES

Transportation Services
Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #: 1029017  Date: 10/9/2019

Employee Name: First [ ] Sharon  Last [ ] Thomas

Area Facility: [ ] Central  REQUIRED

Details: Preparation for opening of school and other duties assigned by Administrator.

<table>
<thead>
<tr>
<th>Pay Period Dates</th>
<th>Overtime Dates</th>
<th>Overtime Time In</th>
<th>Overtime Time Out</th>
<th>Total Overtime Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 8/3/2019</td>
<td>8/5/2019</td>
<td>4:10 am</td>
<td>6:00 am</td>
<td>1.75</td>
<td>Preparing for Opening ▼</td>
</tr>
<tr>
<td>To: 8/16/2019</td>
<td>8/6/2019</td>
<td>2:30 pm</td>
<td>7:00 pm</td>
<td>4.50</td>
<td>Preparing For Opening ▼</td>
</tr>
<tr>
<td></td>
<td>8/7/2019</td>
<td>4:01 am</td>
<td>6:00 am</td>
<td>2.00</td>
<td>Preparing For Opening ▼</td>
</tr>
<tr>
<td></td>
<td>8/7/2019</td>
<td>2:30 pm</td>
<td>2:39 pm</td>
<td>0.25</td>
<td>Payroll ▼</td>
</tr>
<tr>
<td></td>
<td>8/8/2019</td>
<td>4:06 am</td>
<td>6:00 am</td>
<td>2.00</td>
<td>Preparing For Opening ▼</td>
</tr>
<tr>
<td></td>
<td>8/8/2019</td>
<td>2:30 pm</td>
<td>2:39 pm</td>
<td>0.25</td>
<td>Payroll ▼</td>
</tr>
<tr>
<td></td>
<td>8/9/2019</td>
<td>4:29 am</td>
<td>6:00 am</td>
<td>1.50</td>
<td>Preparing For Opening ▼</td>
</tr>
</tbody>
</table>

Grand Total 12.25

Signature of Employee
Sharon Thomas 10/9/2019 11:22:41 AM

Signature of Supervisor
Tushka Jackson-Wolliston 10/10/2019 7:31:55 AM

Signature of Director
Shane Searchwell 10/16/2019 12:39:55 PM

Rev. 5/18/2017 Department Use Only
Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #: 1029017  Date: 10/9/2019

Employee Name: First: Sharon  Last: Thomas

Area Facility: Central

Details: Time Card Labels and All Hands On Deck

<table>
<thead>
<tr>
<th>Pay Period:</th>
<th>Overtime Dates</th>
<th>Overtime Time In</th>
<th>Overtime Time Out</th>
<th>Total Overtime Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 8/3/2019</td>
<td>8/10/2019</td>
<td>5:49 am</td>
<td>4:19 pm</td>
<td>10.00</td>
<td>Typing Labels For Tir</td>
</tr>
<tr>
<td>To: 8/16/2019</td>
<td>8/11/2019</td>
<td>5:59 am</td>
<td>2:28 pm</td>
<td>8.00</td>
<td>Putting Labels On Tin</td>
</tr>
<tr>
<td></td>
<td>8/12/2019</td>
<td>4:12 am</td>
<td>6:00 am</td>
<td>1.75</td>
<td>All Hands On Deck</td>
</tr>
<tr>
<td></td>
<td>8/12/2019</td>
<td>2:30 pm</td>
<td>2:39 pm</td>
<td>0.25</td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td>8/13/2019</td>
<td>5:14 am</td>
<td>6:00 am</td>
<td>0.75</td>
<td>All Hands On Deck</td>
</tr>
<tr>
<td></td>
<td>8/14/2019</td>
<td>4:15 am</td>
<td>6:00 am</td>
<td>1.75</td>
<td>All Hands On Deck</td>
</tr>
<tr>
<td></td>
<td>8/14/2019</td>
<td>2:30 pm</td>
<td>2:42 pm</td>
<td>0.25</td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td>8/15/2019</td>
<td>5:15 am</td>
<td>6:00 am</td>
<td>0.75</td>
<td>All Hands On Deck</td>
</tr>
<tr>
<td></td>
<td>8/15/2019</td>
<td>2:30 pm</td>
<td>5:49 pm</td>
<td>3.25</td>
<td>All Hands On Deck</td>
</tr>
<tr>
<td></td>
<td>8/16/2019</td>
<td>4:01 am</td>
<td>5:45 am</td>
<td>1.75</td>
<td>All Hands On Deck</td>
</tr>
</tbody>
</table>

Grand Total 28.50

Signature of Employee
Sharon Thomas
10/9/2019 11:32:42 AM

Signature of Supervisor
Taliska Jackson-Wolliston
10/10/2019 7:32:32 AM

Signature of Director
Shane Searchwell
10/16/2019 12:38:55 PM
**Transportation Services Overtime Report**

Complete the information below and click "Go" to submit.

Employee ID #: 1029017  
Date: 10/9/2019

Employee Name: First: Sharon  
Last: Thomas

Area Facility: Central

Details: Preparing Phone & Address for Central Transportation Facility, Personnel Files and all hands on deck.

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Overtime Dates</th>
<th>Overtime Time In</th>
<th>Overtime Time Out</th>
<th>Total Overtime Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 8/17/2019</td>
<td>8/17/2019</td>
<td>5:05 am</td>
<td>1:34 pm</td>
<td>8.00</td>
<td>Phone &amp; Address List</td>
</tr>
<tr>
<td>To: 8/30/2019</td>
<td>8/18/2019</td>
<td>5:17 am</td>
<td>7:19 am</td>
<td>2.00</td>
<td>Phone &amp; Address List</td>
</tr>
<tr>
<td></td>
<td>8/20/2019</td>
<td>2:45 pm</td>
<td>3:12 pm</td>
<td>0.50</td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td>8/21/2019</td>
<td>5:46 am</td>
<td>6:00 am</td>
<td>0.25</td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td>8/24/2019</td>
<td>8:42 am</td>
<td>5:15 pm</td>
<td>8.00</td>
<td>Personnel Files</td>
</tr>
<tr>
<td></td>
<td>8/29/2019</td>
<td>2:45 pm</td>
<td>5:09 pm</td>
<td>2.50</td>
<td>All Hands On Deck</td>
</tr>
</tbody>
</table>

**Grand Total**: 21.25

Signature of Employee: Sharon Thomas  
10/9/2019 11:06:09 AM

Signature of Supervisor: Tatsuko Jackson-Wollston  
10/10/2019 7:25:24 AM

Signature of Director: Shane Sarchwell  
10/16/2019 12:40:27 PM

Rev. 5/18/2017 Department Use Only
Employee ID #: 1029017  Date: 10/21/2019

Employee Name: First: Sharon, Last: Thomas

Area Facility: Central

Details: Surveys and Payroll

<table>
<thead>
<tr>
<th>Pay Period: From:</th>
<th>Dates</th>
<th>Overtime</th>
<th>Total Overtime</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/12/2019</td>
<td></td>
<td>6:32 am</td>
<td>10:39 am</td>
<td>4.25 Surveys</td>
</tr>
<tr>
<td>10/13/2019</td>
<td>6:12 am</td>
<td>2:41 pm</td>
<td>8.00 Surveys</td>
<td></td>
</tr>
<tr>
<td>10/14/2019</td>
<td>5:17 am</td>
<td>6:17 am</td>
<td>1.00 Surveys</td>
<td></td>
</tr>
<tr>
<td>10/15/2019</td>
<td>2:30 pm</td>
<td>6:23 pm</td>
<td>4.00 Surveys</td>
<td></td>
</tr>
<tr>
<td>10/16/2019</td>
<td>2:30 pm</td>
<td>2:39 pm</td>
<td>0.25 Surveys</td>
<td></td>
</tr>
<tr>
<td>10/17/2019</td>
<td>4:48 am</td>
<td>6:00 am</td>
<td>1.25 Surveys</td>
<td></td>
</tr>
<tr>
<td>10/18/2019</td>
<td>2:30 pm</td>
<td>2:39 pm</td>
<td>0.25 Payroll</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5:04 am</td>
<td>6:00 am</td>
<td>1.00 Payroll</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2:30 pm</td>
<td>2:39 pm</td>
<td>0.25 Payroll</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total 20.25

Signature of Employee
Sharon Thomas
10/21/2019 9:44:40 AM

Signature of Supervisor
Tobiska Jackson-Wellston
10/22/2019 2:33:37 PM

Signature of Supervisor
Supervisor's signature

Signature of Director
Shane Searchwell
10/23/2019 8:16:36 AM

Rev. 5/16/2017 Department Use Only
Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

<table>
<thead>
<tr>
<th>Employee ID #</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1029017</td>
<td>2/11/2020</td>
</tr>
</tbody>
</table>

Employee Name: First: Sharon   Last: Thomas

Area Facility: Central

Details: Payroll, TDE's, Overtime Slips, Filing and all other duties assigned by Supervisors.

<table>
<thead>
<tr>
<th>Pay Period Dates</th>
<th>Overtime Time In</th>
<th>Overtime Time Out</th>
<th>Total Overtime Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 2/1/2020</td>
<td>5:04 am</td>
<td>10:39 am</td>
<td>5.25</td>
<td>Overtime Slips</td>
</tr>
<tr>
<td>To: 2/7/2020</td>
<td>5:11 am</td>
<td>2:38 pm</td>
<td>9.00</td>
<td>Filing, TDE's &amp; Payr</td>
</tr>
<tr>
<td>2/2/2020</td>
<td>5:20 am</td>
<td>6:20 am</td>
<td>1.00</td>
<td>Payroll</td>
</tr>
<tr>
<td>2/3/2020</td>
<td>5:34 am</td>
<td>6:00 am</td>
<td>0.50</td>
<td>Payroll</td>
</tr>
<tr>
<td>2/4/2020</td>
<td>2:30 pm</td>
<td>6:13 pm</td>
<td>3.75</td>
<td>Payroll, TDE's &amp; Ov</td>
</tr>
<tr>
<td>2/5/2020</td>
<td>5:04 am</td>
<td>6:00 am</td>
<td>1.00</td>
<td>Payroll</td>
</tr>
<tr>
<td>2/6/2020</td>
<td>2:30 pm</td>
<td>2:41 pm</td>
<td>0.25</td>
<td>Payroll</td>
</tr>
<tr>
<td>2/7/2020</td>
<td>5:10 am</td>
<td>6:10 am</td>
<td>1.00</td>
<td>Payroll</td>
</tr>
<tr>
<td>2/7/2020</td>
<td>5:00 am</td>
<td>6:00 am</td>
<td>1.00</td>
<td>Payroll</td>
</tr>
<tr>
<td>2/7/2020</td>
<td>2:30 pm</td>
<td>2:41 pm</td>
<td>0.25</td>
<td>Payroll</td>
</tr>
</tbody>
</table>

Grand Total: 23.00

Signature of Employee
Sharon Thomas
2/11/2020 7:59:42 AM

Signature of Supervisor
Ross Carson
3/5/2020 6:04:20 PM

Signature of Supervisor
Geoff McKee
3/9/2020 6:35:34 PM

Signature of Director
Shane Searle
3/10/2020 5:22:29 PM
Fwd: OVERTIME

1 message

Tiffany Floyd <tiffany.floyd@palmbeachschools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

FYI

--------- Forwarded message ---------
From: Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org>
Date: Thu, Aug 23, 2018 at 9:07 AM
Subject: Re: OVERTIME
To: Tiffany Floyd <tiffany.floyd@palmbeachschools.org>

Will do.

Teliska Jackson-Wolliston, MS
Central Facility Area Team Leader
teliska.jackson-wolliston@palmbeachschools.org
Phone (561)242-6544 PX: 56544
FAX: 561-242-6550 PX:56550
District Cell:561-707-6092

"Education is the foundation" upon which we build our future.
Christine Gregoire

On Thu, Aug 23, 2018 at 8:32 AM Tiffany Floyd <tiffany.floyd@palmbeachschools.org> wrote:
Thank you. Please ensure that Sharon completes an overtime form.

On Thu, Aug 23, 2018 at 7:54 AM, Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org> wrote:
Please be advised that Ms Sharon Thomas, will be working on the emergency contact information and review PeopleSoft with hours this weekend.
Thanks in advance!

Teliska Jackson-Wolliston, MS
Central Facility Area Team Leader
teliska.jackson-wolliston@palmbeachschools.org
Phone (561)242-6544 PX: 56544
FAX: 561-242-6550 PX:56550
Fwd: Overtime
1 message

Tiffany Floyd <tiffany.floyd@palmbeachschools.org>  Thu, May 21, 2020 at 12:28 PM
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

FYI

---------- Forwarded message ----------
From: Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org>
Date: Mon, Dec 17, 2018 at 12:34 PM
Subject: Re: Overtime
To: Tiffany Floyd <tiffany.floyd@palmbeachschools.org>
Cc: Lutrella Miller <lutrella.miller@palmbeachschools.org>

Thank you!

On Mon, Dec 17, 2018 at 10:50 AM Tiffany Floyd <tiffany.floyd@palmbeachschools.org> wrote:
Ok, thanks for the heads up. The information was forwarded to Shane.

On Fri, Dec 14, 2018 at 12:35 PM Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org> wrote:

Good afternoon,
Please be advised that Ms Sharon will incur overtime next week. She will be purging/adding to folders for all employees.
Thanks in advance!

Warm regards,

Teliska Jackson-Wolliston, MS
Central Facility Area Team Leader
teliska.jackson-wolliston@palmbeachschools.org
Phone (561)242-6544 PX: 56544
FAX: 561-242-6550 PX:56550
District Cell:561-707-6092

"Education is not the learning of the facts, but the training of the mind to think."
Albert Einstein

---

Tiffany Floyd
Senior Human Resources Analyst
Transportation Services
Division of Support Operations
Sharon Thomas <sharon.thomas@palmbeachschools.org>

Fwd: Work authorization
1 message

Simona Falana <simona.falana@palmbeachschools.org>
To: Sharon Thomas <sharon.thomas@palmbeachschools.org>

For your records,

Kind Regards,

Simona S. Falana, MST
North Area Team Leader, Transportation Services
The School Board of Palm Beach County
7061 Garden Rd.,
Riviera Beach, FL 33404
561-494-0061 PX: 50061 (Office)
561-951-3592 (Cell)
Simona.Falana@palmbeachschools.org

---------- Forwarded message ----------
From: Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org>
Date: Fri, Jan 24, 2020 at 1:08 PM
Subject: Work authorization
To: Tiffany Floyd <tiffany.floyd@palmbeachschools.org>
Cc: Simona Falana <simona.falana@palmbeachschools.org>

Good afternoon,
Please be advised that Simona and I approved Ms Sharon Thomas to work tomorrow, 1/25/2020 from 6AM to 1:30PM.
If you have any questions, please email me.
Have a great weekend.

--

Kind Regards,

Teliska Jackson-Wolliston, MS
Area Team Leader, Central Facility
teliska.jackson-wolliston@palmbeachschools.org
Phone (561)242-6544 PX: 56544
Fax: 561-242-6550 PX:56550
District Cell:561-707-6092

"It is better to fail in originality than to succeed in imitation. Herman Melville"
FYI

--- Forwarded message ---

From: Eileen Lacey <eileen.lacey@palmbeachschools.org>
Date: Thu, Aug 11, 2016 at 12:31 PM
Subject: All Hands on Deck This Weekend

To: Clarinda Shabazz <clarinda.shabazz@palmbeachschools.org>, Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org>, Anthony Becker <anthony.becker@palmbeachschools.org>, Howard Brown <howard.brown@palmbeachschools.org>, Lydla Sanchez (Mgr Transp Ops) <lydla.sanchez@palmbeachschools.org>, Filomena Chance <filomena.chance@palmbeachschools.org>, Millicent Rollins <millicent.rollins@palmbeachschools.org>, Venetrice Jackson <venetrice.jackson@palmbeachschools.org>, Terrence Andrews <terrence.andrews@palmbeachschools.org>, Tammy Pierre <tammy.pierre@palmbeachschools.org>, Gary Mosley <gary.mosley@palmbeachschools.org>, Ann Skakandy <ann.skakandy@palmbeachschools.org>, Carmita Singletary <carmita.singletary@palmbeachschools.org>, Faye Ingraham <faye.ingraham@palmbeachschools.org>, Karla Longworth <karla.longworth@palmbeachschools.org>, Annie Hunter <annie.watts@palmbeachschools.org>, Salliejo Blue <salliejo.blue@palmbeachschools.org>, Melissa Brown (Transportation Central Compnd) <melissa.brown.2@palmbeachschools.org>, Angela Davis <angela.davis@palmbeachschools.org>, CYNTHIA HOLLOMAN <cynthia.holloman@palmbeachschools.org>, Franklin Nozistel <franklin.nozistel@palmbeachschools.org>, Jason Stegall <jason.stegall@palmbeachschools.org>, Daniel Barone <daniel.barone@palmbeachschools.org>, Vanya Hayes <vanya.hayes@palmbeachschools.org>, Bonnie Smith <bonnie.smith@palmbeachschools.org>, Aaronetta Campbell <aaronetta.campbell@palmbeachschools.org>, Ricki Gardner <ricki.gardner@palmbeachschools.org>, Flesena Scott <flesena.scott@palmbeachschools.org>, Toyce Bennett <toyce.bennett@palmbeachschools.org>, Louise Randall <louise.randall@palmbeachschools.org>, Glendale Bess <glendale.bess@palmbeachschools.org>, Althamelia Mcallister <althamelia.mcallister@palmbeachschools.org>, Linda Shorter <linda.shorter@palmbeachschools.org>
Cc: Shane Searchwell <shane.searchwell@palmbeachschools.org>, Pete Didonato <pete.didonato@palmbeachschools.org>

Team,

We are currently working on updating some routes that did not reflect safe stops in either the AM or the PM. This work is being done by the routers and we may ask facilities to assist over the weekend.

We need all transportation supervisory staff to report to work this weekend. You will need to print your routes again on Sunday afternoon.

Thank you,

Shane Searchwell
General Manager, Transportation Services
Division of Support Operations
Exceeding Expectations

---

Eileen Lacey
Administrative Assistant II
I didn't realize when I came in on Friday that I was going to occur overtime. It was my intentions to make up the time I missed during the week. I'm aware that overtime has to be pre approved, I wouldn't have come in if I knew it was going to be overtime.

On Mon, Aug 6, 2018 at 10:12 AM, Tiffany Floyd <tiffany.floyd@palmbeachschools.org> wrote:

Good morning Sharon,

While entering your TDE for July 17, 2018, I noticed that you punched in on one of our off days (Friday, July 20, 2018). Was this overtime pre-approved by anyone?

Kindest Regards,
<table>
<thead>
<tr>
<th>From</th>
<th>Action Taken</th>
<th>Assigned To</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Floyd</td>
<td>Transferred</td>
<td>Shane Sanchelli</td>
<td>Aug 21, 2017 5:27 PM</td>
</tr>
<tr>
<td>Teliska Jackson-Wallston</td>
<td>Approved</td>
<td>Tiffany Floyd</td>
<td>Aug 21, 2017 3:18 PM</td>
</tr>
<tr>
<td>Shawn Thomas</td>
<td>Assigned</td>
<td>Teliska Jackson-Wallston</td>
<td>Aug 21, 2017 3:56 AM</td>
</tr>
</tbody>
</table>

Example of chain of approval:

I, Teliska Jackson-Wallston, approved the proposal.
FYI

-------- Forwarded message --------

From: Eileen Lacey <eileen.lacey@palmbeachschools.org>
Date: Thu, Aug 11, 2016 at 12:31 PM
Subject: All Hands on Deck This Weekend

To: Clarinda Shabazz <clarinda.shabazz@palmbeachschools.org>, Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org>, Anthony Becker <anthony.becker@palmbeachschools.org>, Howard Brown <howard.brown@palmbeachschools.org>, Lydia Sanchez (Mgr Transp Ops) <lydia.sanchez@palmbeachschools.org>, Filomena Chance <filomena.chance@palmbeachschools.org>, Millicent Rollins <millicent.rollins@palmbeachschools.org>, Venetrice Jackson <venetrice.jackson@palmbeachschools.org>, Terrance Andrews <terrance.andrews@palmbeachschools.org>, Tammy Pierre <tammy.pierre@palmbeachschools.org>, Gary Mosley <gary.mosley@palmbeachschools.org>, Ann Skakandy <ann.skakandy@palmbeachschools.org>, Carmita Singletary <carmita.singletary@palmbeachschools.org>, Faye Ingraham <faye.ingraham@palmbeachschools.org>, Karla Longsworth <karla.longworth@palmbeachschools.org>, Annie Hunter <annie.watts@palmbeachschools.org>, Salliejo Blue <salliejo.blue@palmbeachschools.org>, Melissa Brown (Transportation Central Compnd) <melissa.brown.2@palmbeachschools.org>, Angela Davis <angela.davis@palmbeachschools.org>, CYNTHIA HOLLOMAN <cynthia.holloman@palmbeachschools.org>, Franklin Nozistel <franklin.nozistel@palmbeachschools.org>, Jason Stegall <jason.stegall@palmbeachschools.org>, Daniel Barone <daniel.barone@palmbeachschools.org>, Vanya Hayes <vanya.hayes@palmbeachschools.org>, Bonnie Smith <bonnie.smith@palmbeachschools.org>, Aaronetta Campbell <aaronetta.campbell@palmbeachschools.org>, Ricki Gardner <ricki.gardner@palmbeachschools.org>, Flesena Scott <flesena.scott@palmbeachschools.org>, Toyce Bennett <toyce.bennett@palmbeachschools.org>, Louise Randall <louise.randall@palmbeachschools.org>, Glendale Bess <glendale.bess@palmbeachschools.org>, Althamelia Mcallister <althamelia.mcallister@palmbeachschools.org>, Linda Shorter <linda.shorter@palmbeachschools.org>

Cc: Shane Searchwell <shane.searchwell@palmbeachschools.org>, Pete Didonato <pete.didonato@palmbeachschools.org>

Team,

We are currently working on updating some routes that did not reflect safe stops in either the AM or the PM. This work is being done by the routers and we may ask facilities to assist over the weekend.

We need all transportation supervisory staff to report to work this weekend. You will need to print your routes again on Sunday afternoon.

Thank you,

Shane Searchwell
General Manager, Transportation Services
Division of Support Operations
Exceeding Expectations

---

Eileen Lacey
Administrative Assistant II
Teliska Jackson-Wolliston, MS  
Central Facility Area Team Leader  
teliska.jackson-wolliston@palmbeachschoools.org  
Phone (561)242-6544 PX: 56544  
FAX: 561-242-6550 PX:56550  
District Cell:561-707-6092

"Education is the foundation" upon which we build our future.
Christine Gregoire

---

Best Regards,

Teliska Jackson-Wolliston, MS  
Area Team Leader, Royal Palm Facility  
teliska.jackson-wolliston@palmbeachschoools.org  
Phone (561)904-9083  
District Cell:561-707-6092
Team,

We are currently working on updating some routes that did not reflect safe stops in either the AM or the PM. This work is being done by the routers and we may ask facilities to assist over the weekend.

We need all transportation supervisory staff to report to work this weekend. You will need to print your routes again on Sunday afternoon.

Thank you,

Shane Searchwell
General Manager, Transportation Services
Division of Support Operations
Exceeding Expectations

---

Eileen Lacey
Administrative Assistant II
Subject: Fwd: 12-Month Staff Overtime Records and TDE’s
To: Crystal Washington <crystal.washington@palmbeachschools.org>

FYI

Thank you,

Shane Searchwell
Director, Transportation Services
Exceeding Expectations

2775 Homewood Road
West Palm Beach, FL 33406
Phone 561.242.8322  Fax 561.242.8340
Shane.Searchwell@palmbeachschools.org
palmbeachschools.org/transportation

Each year, the School District of Palm Beach County recycles enough paper and cardboard to save over 68,000 trees and 28 million gallons of water. You can help save even more by not printing this email.

Palm Beach County Schools
Rated "A" by the Florida Department of Education 2005-2011
Home of Florida's first LEED Gold Certified School
www.palmbeachschools.org

The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer.

---------- Forwarded message ---------
From: Tiffany Floyd <tiffany.floyd@palmbeachschools.org>
Date: Fri, Jun 15, 2018 at 5:37 PM
Subject: Fwd: 12-Month Staff Overtime Records and TDE’s
To: Shane Searchwell <shane.searchwell@palmbeachschools.org>

FYI

---------- Forwarded message ---------
From: Tiffany Floyd <tiffany.floyd@palmbeachschools.org>
Date: Wed, May 31, 2017 at 2:35 PM
Subject: Fwd: 12-Month Staff Overtime Records and TDE’s
To: Lutrella Miller <lutrella.miller@palmbeachschools.org>

FYI

---------- Forwarded message ---------
From: Tiffany Floyd <tiffany.floyd@palmbeachschools.org>
Date: Mon, Aug 8, 2016 at 2:31 PM
Subject: 12-Month Staff Overtime Records and TDE’s
To: Terrence Andrews <terrence.andrews@palmbeachschools.org>, Venetrice Jackson <venetrice.jackson@palmbeachschools.org>, CYNTHIA HOLLOMAN <cynthia.holloman@palmbeachschools.org>, Franklin Nozistel <franklin.nozistel@palmbeachschools.org>, Jason Stegall <jason.steggall@palmbeachschools.org>, Daniel Barone <daniel.barone@palmbeachschools.org>, Sharon Thomas <sharon.thomas@palmbeachschools.org>, Jodi Cummings <jodi.cummings@palmbeachschools.org>, Joyce Brown <joyce.brown@palmbeachschools.org>, Raeshena Walker Willis <raeshena.walker-willis@palmbeachschools.org>, Jesus Medero <jesus.medero@palmbeachschools.org>, Tim Myrick <tim.myrick@palmbeachschools.org>, "Javier Jimenez (Mech Trans Equipment I)" <javier.jimenez.1@palmbeachschools.org>, Enrique Omar Sanchez <enriqueomar.sanchez@palmbeachschools.org>, Juan Alfonso <juan.alfonso@palmbeachschools.org>, Dale Bedwell <dale.bedwell@palmbeachschools.org>, Jorge Gonzalez <jorge.gonzalez.1@palmbeachschools.org>, Keith Heaven <keith.heaven@palmbeachschools.org>, Don John Luzincourt <donjohn.luzincourt@palmbeachschools.org>, Marilyn Hughes <marilyn.hughes@palmbeachschools.org>, Ann-Marie Haddad <ann-marie.haddad@palmbeachschools.org>, Pat Myrick <pat.myrick@palmbeachschools.org>

https://mail.google.com/mail/u/0?ik=27e1a319b7&view=pt&search=all&permthid=thread-f%3A16646140541569907143&email=msg-f%3A16646140541569907143&cid=CEC7C26C84F8E8C8277830AD45474007&related=0&export=1&pli=1&dsclc=0&in=INBOX&gs_ri=0&safe=off&ssl=1&sb=0&done=1&prev=1&authuser=0&rd=1&source=1&fik=27e1a319b7&impl=0
Good afternoon all,

To process employee bi-weekly payroll accurately and in a timely manner and ensure payment is in accordance with applicable bargaining agreements and pay plans, standard procedures must be in place. Our goal is to maintain a system for leave and overtime requests, and to define a routine payroll review procedure for auditing purposes.

It's imperative staff consistently submit the following electronic documents in a timely manner:
- Time Clock Missed Punch Report (MPR)
- Transportation Services Overtime Report weekly for ALL overtime worked and
- Leave of Absence or TDE Application PBSD 0032 for time off. The documents mentioned have been attached for referencing purposes only. They can be accessed under the e-forms desktop tile once logged into the district portal.

As Transportation staff, we all have a responsibility to be an informed employee and held accountable for our actions. If you have not done so already, please verify any overtime worked and submit your Transportation Services Overtime Reports to your supervisor for approval. I have attached the 2017 Payroll Time Periods and request overtime documents are completed from July 1, 2016 and forward.

Each employee has the responsibility to:

1. Submit requests for leave and overtime to the appropriate supervisor in advance of the need for the leave or overtime, using the E-forms Desktop system required by the district. If leave or overtime is not foreseeable, an employee must notify his/her supervisor(s) as soon as possible.

2. Ensure requests for leave have a sufficient balance available by the date the leave is taken. When completing a TDE with more than one date, specify the amount of time needed per day in the notes section.

3. Use the employee self-service system to verify any overtime and prepare his/her Transportation Services Overtime Report weekly.

4. Ensure his/her time record is accurate for actual hours worked, leave taken, and other pertinent pay information, using proper earn codes (Sick, Annual, Without Pay, etc.).

5. Complete his/her Transportation Services Overtime Report no later than 10:00 A.M. on the Monday following the week overtime was worked, unless payroll staff or his/her supervisor requires an alternate deadline.

6. Provide his/her supervisor with all pertinent back-up documents such as jury duty summons or doctor's orders.

Manager/supervisor responsibilities:

1. Each supervisor must maintain an appropriate record system monitoring work hours, leave usage, and overtime approved or assigned.

2. Managers and supervisors must take corrective action as necessary by returning TDE's and Transportation Services Overtime Reports with errors to the employee.

3. After verifying overtime, TDE's and resolving errors, supervisors must approve, and forward documents by the end of the last day of each pay period, unless an alternate deadline has been established.
**Transportation Services Overtime Report**

Complete the information below and click "Go" to submit.

**Employee Name:** Sharon Thomas

**Area Facility:** Central

**Details:** Preparation for opening of school and other duties assigned by Administrator.

<table>
<thead>
<tr>
<th>Pay Period:</th>
<th>Overtime Dates</th>
<th>Overtime Time In</th>
<th>Overtime Time Out</th>
<th>Total Overtime Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 8/3/2019</td>
<td>8/5/2019</td>
<td>4:10 am</td>
<td>6:00 am</td>
<td>1.75</td>
<td>Preparing for Opening</td>
</tr>
<tr>
<td>To: 8/6/2019</td>
<td>8/6/2019</td>
<td>2:30 pm</td>
<td>7:00 pm</td>
<td>4.50</td>
<td>Preparing for Opening</td>
</tr>
<tr>
<td></td>
<td>8/7/2019</td>
<td>4:01 am</td>
<td>6:00 am</td>
<td>2.00</td>
<td>Preparing for Opening</td>
</tr>
<tr>
<td></td>
<td>8/7/2019</td>
<td>2:30 pm</td>
<td>2:39 pm</td>
<td>0.25</td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td>8/8/2019</td>
<td>4:06 am</td>
<td>6:00 am</td>
<td>2.00</td>
<td>Preparing for Opening</td>
</tr>
<tr>
<td></td>
<td>8/8/2019</td>
<td>2:30 pm</td>
<td>2:39 pm</td>
<td>0.25</td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td>8/9/2019</td>
<td>4:29 am</td>
<td>6:00 am</td>
<td>1.50</td>
<td>Preparing for Opening</td>
</tr>
</tbody>
</table>

**Grand Total:** 12.25

**Signature of Employee:** Sharon Thomas

10/9/2019 11:22:41 AM

**Signature of Supervisor:** Teleika Jackson-Wollston

10/10/2019 7:31:55 AM

**Signature of Director:** Shane Searchwell

10/16/2019 12:36:55 PM

Rev. 5/18/2017 Department Use Only
# Transportation Services Overtime Report

**Employee ID #:** 1029017  
**Date:** 2/24/2020

**Employee Name:** First: Sharon  
Last: Thomas

**Area Facility:** Central  
*REQUARED*

**Details:** State Reports and All Other Duties Assigned by Supervisors.

<table>
<thead>
<tr>
<th>Pay Period</th>
<th>Overtime Dates</th>
<th>Overtime Time In</th>
<th>Overtime Time Out</th>
<th>Total Overtime Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 2/15/2020</td>
<td>2/15/2020</td>
<td>5:09 am</td>
<td>2:41 pm</td>
<td>9.00</td>
<td>State Reports</td>
</tr>
<tr>
<td>To: 2/16/2020</td>
<td>2/16/2020</td>
<td>5:06 am</td>
<td>11:38 am</td>
<td>6.25</td>
<td>State Reports</td>
</tr>
<tr>
<td>2/18/2020</td>
<td>2/18/2020</td>
<td>5:19 am</td>
<td>6:19 am</td>
<td>1.00</td>
<td>State Reports</td>
</tr>
<tr>
<td>2/18/2020</td>
<td>2/18/2020</td>
<td>2:30 pm</td>
<td>2:58 pm</td>
<td>0.50</td>
<td>State Reports</td>
</tr>
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<td>2/18/2020</td>
<td>2/18/2020</td>
<td>3:40 pm</td>
<td>7:11 pm</td>
<td>3.75</td>
<td>State Reports</td>
</tr>
<tr>
<td>2/20/2020</td>
<td>2/20/2020</td>
<td>2:00 pm</td>
<td>3:23 pm</td>
<td>1.50</td>
<td>State Reports</td>
</tr>
<tr>
<td>2/21/2020</td>
<td>2/21/2020</td>
<td>2:00 pm</td>
<td>3:00 pm</td>
<td>1.00</td>
<td>Select One</td>
</tr>
</tbody>
</table>

**Grand Total:** 23.00

---

**Signature of Employee**  
Sharon Thomas  
2/24/2020 10:47:59 AM

**Signature of Supervisor**  
Ross Carson  
3/5/2020 5:11:38 PM

**Signature of Director**  
Shane Searchwell  
3/10/2020 5:22:10 PM

---

https://eforms.palmbeachschools.org/user/event/3129834d728d0264ee4c0040_748896114
Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #: 1029017  Date: 3/2/2020

Employee Name: First ______ Sharon  Last ______ Thomas

Area Facility: Central  REQUIRED

Details: Payroll, State Reports, Overtime Slips, TDE's and All Other Duties Assigned By Supervisors.

<table>
<thead>
<tr>
<th>Pay Period:</th>
<th>Overtime Dates</th>
<th>Overtime Time In</th>
<th>Overtime Time Out</th>
<th>Total Overtime Hours</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>From: 2/15/2020</td>
<td>2/22/2020</td>
<td>6:01 am</td>
<td>4:24 pm</td>
<td>10.00</td>
<td>Payroll, Absenteeism</td>
</tr>
<tr>
<td>To: 2/28/2020</td>
<td>2/24/2020</td>
<td>5:13 am</td>
<td>6:13 am</td>
<td>1.00</td>
<td>State Reports</td>
</tr>
<tr>
<td></td>
<td>2/25/2020</td>
<td>5:17 am</td>
<td>6:17 am</td>
<td>1.00</td>
<td>State Reports</td>
</tr>
<tr>
<td></td>
<td>2/26/2020</td>
<td>5:43 am</td>
<td>6:43 am</td>
<td>1.00</td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td>2/27/2020</td>
<td>5:05 am</td>
<td>6:05 am</td>
<td>1.00</td>
<td>Payroll</td>
</tr>
<tr>
<td></td>
<td>2/28/2020</td>
<td>5:19 am</td>
<td>6:19 am</td>
<td>1.00</td>
<td>Payroll</td>
</tr>
</tbody>
</table>

Grand Total 15.00

Signature of Employee
Sharon Thomas 3/2/2020 7:00:34 AM

Signature of Supervisor
Ross Larson 3/5/2020 5:18:46 PM

Signature of Director
Share Searchwell 3/10/2020 5:21:05 PM
Clarification of Time
6 messages

TANYA Lawson <tanya.lawson@palmbeachschoools.org>
To: Sharon Thomas <sharon.thomas@palmbeachschoools.org>

Mon, Nov 30, 2020 at 11:24 AM

Sharon,

During your interview, you stated that your daily work schedule is 6:30 AM-2:30PM. Please clarify the following dates with the corresponding times:

1/2/20  5 AM-6:24 PM
2/8/20  5:01 AM-3:26 PM
2/13/20 5:27 AM-7:08 PM
2/18/20 5:19 AM-2:58 PM
2/22/20 6:01 AM-4:24 PM
3/12/20 5:28 AM-6:42 PM
3/16/20 7:20 AM-3:09 PM
9/1/20  9:12 AM-5:43 PM
9/18/20 6:25 AM-2:54 PM

Thank you,
Tanya M. Lawson, Investigator
Office of Inspector General
561-434-8511, PX 48511

Sharon Thomas <sharon.thomas@palmbeachschoools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschoools.org>

Mon, Nov 30, 2020 at 1:22 PM

No mam, I stated that my hours are 6:00 am - 2:30 pm.

I was given verbal permission to work overtime from the Team Leaders, Ms. Simona Falana, Ms. Teliska Jackson-Wolliston & Ms. Venetria Jackson for the dates listed below:

1/2/20
2/8/20
2/13/20
2/18/20
2/22/20
3/12/20

I wasn't feeling well and called Ms. Jackson and informed her that I wasn't feeling well. No overtime was earned, I have alot of stomach issues. The dates below:

3/16/20
9/18/20

I had a doctor's appointment and was approved by Ms. Jackson to come in afterwards. Again, no overtime was earned:

9/1/20

Thank you!

Sharon M. Thomas
Accounting Clerk IV

https://mail.google.com/mail/u/0?ik=27e1a319b7&view=pt&search=all&permthid=thread-a%3Ar-4117701870269938837&simp=mg-a%3Ar-72452439... 1/3
Good Morning Ms. Tanya,

Attached you will find my punch timesheets from my other job, for the dates listed above. Also, it only takes me maybe 10 minutes to travel from the compound to the hospital:

1/2/20 - Thursday - I was off from the hospital - As you can see I have no punches that day
2/2/20 - Saturday - I was off that weekend - As you can see I have no punches that day
2/13/20 - Thursday - I was off from the hospital - As you can see I have no punches that day
2/18/20 - Tuesday - I was off from the hospital - As you can see I have no punches that day
2/22/20 - Saturday - I was off that weekend - As you can see I have no punches that day
3/12/20 - Thursday - I was off from the hospital - As you can see I have no punches that day
3/16/20 - Monday - I clocked out @ 3:09 pm at Compound - I clocked in at 3:28 pm at the hospital - I was late to work as you can see
9/1/20 - Tuesday - I was off from the hospital - As you can see I have no punches that day
9/18/20 - Friday - I clocked in at 3:03 pm at the hospital - Previously I thought I was flexed on that day from the hospital but I wasn’t

Thank you!

[Quoted text hidden]
### Timecard Inquiry

**Name & ID/Badge:** THOMAS, SHARON 104330 / 13221

**Time Period:** 12/23/19 1200A - 1/03/20 1159P

<table>
<thead>
<tr>
<th>Day</th>
<th>Actual In Date</th>
<th>Actual In Time</th>
<th>Actual Out Time</th>
<th>Punch Hours</th>
<th>Pay Code</th>
<th>Shift Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>12/23/19</td>
<td>248P</td>
<td>805P</td>
<td>5.25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>12/23/19</td>
<td>830P</td>
<td>1111P</td>
<td>3.25</td>
<td></td>
<td>8.50</td>
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<tr>
<td>Tuesday</td>
<td>12/24/19</td>
<td>602P</td>
<td>1054P</td>
<td>5.00</td>
<td></td>
<td>5.00</td>
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<tr>
<td>Wednesday</td>
<td>12/25/19</td>
<td>232P</td>
<td>823P</td>
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**Totals**

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http://kronos.corp.uhsinc.biz/timekeeper/clw0052

11/30/2020
## Kronos iSeries Central - Employee Self Service

**Timecard Inquiry**

Name & ID/Badge: THOMAS, SHARON 104330 / 13221

Time Period: 2/02/20 1200A - 2/15/20 1159P

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**Notes:**

- ALERT = Did not take a lunch.

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http://kronos.corp.uhsinc.biz/timekeeper/clw0052

11/30/2020
## Kronos iSeries Central - Employee Self Service

### Timecard Inquiry

**Name & ID/Badge**
THOMAS, SHARON 104330 / 13221

**Time Period**
2/16/20 12:00A - 3/01/20 11:59P

#### Timecard Inquiry

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Pay Code Hours Breakdown

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**RegS1: 4.75**
**RegS5: 23.60**
**RegS2: 51.75**
**ALERT: .50**
**PTO: 8.00**

**Note:**
- Days marked with a red number and the word "Alert" indicate an alert due to excessive punch hours.
- Days marked with "PTO" indicate paid time off.

**Source:**
http://kronos.corp.uhsinc.biz/timekeeper/clw0052

**Date:**
11/30/2020
**Timecard Inquiry**

**Name & ID/Badge**: THOMAS, SHARON 104330 / 13221

**Time Period**: 3/01/20 1200A - 3/14/20 1159P

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**Totals**

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http://kronos.corp.uhsinc.biz/timekeeper/elw0052

11/30/2020
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</tr>
<tr>
<td>Friday</td>
<td>3/27/20</td>
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<td>300P</td>
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<td>PTO</td>
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**Pay Code Hours Breakdown**

- REGS5: 9.75
- REGS4: 4.50
- REGS2: 41.50
- REGS1: 1.75
- OVT5: .50

---

http://kronos.corp.uhsinc.biz/timekeeper/clw0052

11/30/2020
Timecard Inquiry | Schedules | Accruals | Request Time | Employee Missing Punch Request

**Timecard Inquiry**

Name & ID/Badge: THOMAS, SHARON 104330 / 13221  
Time Period: 8/30/20 1200A - 9/12/20 1159P

<table>
<thead>
<tr>
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<th>View</th>
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<table>
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<th>Actual In Time</th>
<th>Actual Out Time</th>
<th>Punch Hours</th>
<th>Pay Code</th>
<th>Shift Hours</th>
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<td>1124P</td>
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**Totals**

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http://kronos.corp.uhsinc.biz/timekeeper/clw0052

11/30/2020
### Timecard Inquiry

**Name & ID/Badge:** THOMAS, SHARON 104330 / 13221  
**Time Period:** 9/13/20 - 9/26/20  

#### Return Select Actions View Previous Next

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<thead>
<tr>
<th>Day</th>
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<th>Actual In Time</th>
<th>Actual Out Time</th>
<th>Punch Hours</th>
<th>Pay Code</th>
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<td>ALERT</td>
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#### Totals

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<th>ALERT: 2.00</th>
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</tr>
</thead>
</table>

**http://kronos.corp.uhsinc.biz/timekeeper/clw0052**  
11/30/2020
Good Morning,

I have nothing further to add regarding the allegations made against me since the findings were Unsubstantiated.

Thank you!

[Quoted text hidden]
Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

Member Telework Daily Report - Central

Report is to be completed by each member of the team at the end of the day as a review of tasks completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) *

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45 am Route Safety Checks 10:15 am - 11:30 am etc. *

09/20
5:00 am - 10:25 am - Overtime Slips
10:25 am - 10:41 am - Conference Call
10:42 am - 11:30 am - Check Email & ROps
11:31 am - 12:15 pm - Lunch
12:15 pm - 3:00 pm - Called Drivers
4:01 pm - 4:30 pm - Check Email & Respond
4:31 pm - 8:30 pm - Overtime Slips

Create your own Google Form
Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

Member Telework Daily Report - Central

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) *

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 8:45 am Route Safety Checks 10:15 am - 11:30 am etc.

6/9/20

8:00 am - 9:00 am - Overnite Sleep
9:01 am - 10:24 am - Check Email & Respond
10:25 am - 10:30 am - Conference Call
10:31 am - 11:30 am - Input Time into Peoplesoft & Run Report
11:31 am - 12:00 pm - Check Email & Respond
12:01 pm - 1:01 pm - Lunch
1:02 pm - 2:30 pm - Called Dispatch

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Sharon M. Thomas
Accounting Clerk IV
Central Transportation Facility
Phone: (561) 212-8034 / 212-8155
Fax: (561) 212-6268 / 212-8344

https://mail.google.com/mail/u/0?ik=27e1a319b7&view=pt&search=all&permthid=thread-f%3A1679170213130584494&simp=mpi=f%3A16791702131... 1/1
Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of tasks completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by *(Name)*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 8:15 am Route Safety Checks 10:15 am - 11:30 am etc.

- 06/20
  - 06:00 am - 09:30 am - Overtime Slips
  - 09:30 am - 10:30 am - Check Email & Respond
  - 10:31 am - 10:45 am - Conference Call
  - 10:45 am - 11:15 am - Run Reports
  - 11:16 am - 11:55 am - Lunch
  - 12:01 pm - 12:30 pm - Check Email & Respond
  - 12:31 pm - 2:30 pm - Called Out

Create your own Google Form
Thanks for filling out Member Telework Daily Report - Central
Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of tasks completed and actions taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) • Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:30 am - 9:45 am, Route Safety Checks 10:15 am - 11:30 am, etc.

7/9/20
5:00 am - 9:20 am - Overtime Slips
10:21 am - 10:44 am - Conference Call
10:45 am - 11:30 am - Check Email & Faxes
11:31 am - 12:31 pm - Lunch
12:32 am - 2:35 pm - Called Overtime

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Sharon Thomas
Administrative Clerk
Central Mailroom Facility
Phone (501) 242-6918 / FAX 5051
Fax (501) 242-4651 / FAX 5055

https://mail.google.com/mail/u/0?ik=27e1a319b7&view=pt&search=all&permthid=thread-f%3A167917038869868000059&simil=msg-f%3A1679170388...
Thanks for filling out Member Telework Daily Report - Central.
Here's what we got from you:

**Member Telework Daily Report - Central**

Report to be completed by each member of the team at the end of the day as a review of tasks completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name):
Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45 am Route Safety Checks 10:15 am - 11:00 am etc.

7/29/20
5:00 am - 9:30 am - Oversite, Slips
10:30 am - 10:45 am - Continuous Call
10:44 am - 11:29 pm - Check Email & Respond
11:30 am - 12:30 pm - Lunch
12:31 pm - 2:20 pm - Called Drivers

Create your own Google Form
Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of tasks completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name):

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45 am Route Safety Checks 10:15 am - 11:30 am etc.

7/2020

5:00 am - 10:04 am - Overtime Stips
10:05 am - 10:44 am - Conference Call
10:45 am - 11:45 am - Lunch
11:46 am - 12:30 pm - Check Email & Respond
12:31 pm - 2:30 pm - Call Drivers

Create your own Google Form
Thanks for filling out Member Telework Daily Report - Central

Here’s what we got from you:

Member Telework Daily Report - Central

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name)  
Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 8:45 am Route Safety Checks 10:15 am - 10:30 am etc.

6/3/21

8:00 am - 9:21 am - Overtime Slips
10:22 am - 10:29 am - Conference Call
10:30 am - 1:00 pm - Check Email, Report & Input Time info Punch/Sofh
1:01 pm - 1:42 pm - Lunch
1:43 pm - 6:00 pm - Called Drivers

Create your own Google Form
Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

Member Telework Daily Report - Central
Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) *
Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:30am - 9:45am Route Safety Checks 10:15am - 11:30am etc. *

8/10/20
5:00 am - 9:30 am - Overline Tags
10:31 am - 11:31 am - Check Email & Respond
11:32 am - 12:32 pm - Lunch
12:33 pm - 2:30 pm - Called Drivers

Create your own Google Form.

Sharon M. Thomas
Accounting Clerk 4F
Central Transportation Facility
Phone (561) 242-6565 / FAX 56526
Fax (561) 242-0381 / FAX 56531

https://mail.google.com/mail/u/0?ik=27e1a319b7&view=pt&search=all&permthid=thread-f%3A167917065061600452&&amp;amp;ui=2&attid=0.89.0&th=1679170706506811600452
Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name)

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex: Route Consolidation 7:00 am - 9:15 am Route Safety Checks 9:15 am - 10:45 am.

8/12/20

5:49 am - 9:51 am - Overtime
9:52 am - 10:25 am - Check Email & Respond
10:27 am - 11:00 am - Conference Call
11:01 am - 12:00 pm - Lunch
12:00 pm - 2:20 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas
Accounting Clerk IV
Central Transportation Facility
Phone (561) 262-6956 Fax (561) 262-6955

https://mail.google.com/mail/u/0?ik=27e1a319b7&view=pt&search=all&permthid=1%3A167917066380107391&simpl=msg-f%3A167917066380107391
Thanks for filling out Member Telework Daily Report - Central
Here's what we got from you:

### Member Telework Daily Report - Central

Report is to be completed by each member of the team at the end of the day as a review of task completed and actions taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name):
Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex: Route Consolidation 7:00 am - 9:45 am Route Safety Checks 10:15 am - 11:30 am etc.

- 8/17/20
  - 5:00 am - 7:00 am - Overtake Slips
  - 10:31 am - 10:49 am - Conference Call
  - 11:21 am - 12:04 pm - Check En, f&un Report & input Info into PeopleSoft
  - 12:05 pm - 1:05 pm - Lunch
  - 1:06 pm - 2:30 pm - Called Drivers

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Google Forms

Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of
task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you
submitted this form.

Submitted by (Name) - Sharon Thomas

What tasks did you complete today and what was your start and end time for each task?
Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:10am etc.

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<thead>
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<th>End Time</th>
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<td>7:45 am - 8:00 am - Check Email</td>
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<td></td>
<td>8:01 am - 11:00 am - Putting TDE's In Order To File</td>
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</tr>
<tr>
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<td>11:01 am - 12:07 pm - Lunch</td>
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<td>12:01 pm - 2:43 pm - Putting TDE's In Order To File</td>
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<tr>
<td></td>
<td>3:01 pm - 3:30 pm - Check Email</td>
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</tr>
</tbody>
</table>

Create your own Google Form

---

Sharon M. Thomas
Assistant Clerk IV
Central Telework/Intranet Facility
Phone (561) 242-6501 / FAX 561-242-6685

https://mail.google.com/mail/u/0?ik=27e1a319b7&view=pt&search=all&permthid=thread-f%3A1679165094846388236&simp=msg-f%3A16791650948...
Thanks for filling out Member Telework Daily Report - Central

Here’s what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of tasks completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was associated when you submitted this form.

Submitted by (Name)*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task?

Ex. Route Consolidation 7:00 am - 9:00 am

- Conference Call 8:01 am - 9:45 am
- Check Email 9:46 am - 11:00 am
- Conferene Call 11:01 am - 12:07 pm
- Lunch 12:08 pm - 12:45 pm
- Overtime Slips 12:46 pm - 2:30 pm

Create your own Google Form
Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

Member Telework Daily Report - Central

Report is to be completed by each member of the team at the end of the day as a review of tasks completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) • Sharon Thomas

What tasks did you complete today and what was your start and end time for each task?

- 6:00am - 7:45am - Conference Call
- 7:45am - 8:15am - Check Email & Respond
- 8:15am - 11:15am - Execute Job List & Enter Time into PeopleSoft
- 11:15 am - 12:17 pm - Lunch
- 12:18 pm - 1:55 pm - Overtime Slip
- 2:00 pm - 2:15 pm - Conference Call

Create your own Google Form
Good Morning,

I have nothing further to add regarding the allegations made against me since the findings were Unsubstantiated.

Thank you!

"[Quoted text hidden]"