

Plaquemines Parish Government

Parish President
Keith Hinkley

Randy A Duke
CPA, CIA, CIGA
Chief Internal Auditor

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Belle Chasse, Louisiana 70037
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Council Members
District 1 - Tyrone Edwards
District 2 - Brian Champagne
District 3 - Christopher "Chris" Schulz
District 4 - Dr. Stuart J Guey, Jr.
District 5 - Patricia L. "Patty" McCarty
District 6 - Lloyd "Ronnie" Newsom, Jr.
District 7 - Carlton M LaFrance Sr.
District 8 - Mitch Jurisich, Jr.
District 9 - Mark "Hobbo" Cognevich

MEMORANDUM

To: Council Member Mr. Christopher "Chris" Schulz
Chair - Audit Committee Member

Date: April 19, 2024

Council Member Mr. Lloyd "Ronnie" Newsom, Jr.
Audit Committee Member

Council Member Mr. Mitch Jurisich, Jr.
Audit Committee Member

From: Randy A. Duke, CPA, CIA, CIGA
Chief Internal Auditor

Re: Plaquemines Parish Government's ("PPG")
Internal Audit of Council Members Administrative
Assistants Time and Attendance
Project No. 2024-02

Attached is the Internal Auditor's report on the Council Members' Administrative Assistants' Time and Attendance. This internal audit details the objectives, scope, methodology, and provides the internal auditor's findings, observations, recommendations, and conclusions.

Acknowledgements:

cc: Mr. Keith Hinkley, Parish President, Mr. Tyrone Edwards, Council Member, District 1, Mr. Brian Champagne, Council Member, District 2, Dr. Stuart J. Guey, Jr., Council Member, District 4, Ms. Patricia L. "Patty" McCarty, Council Member, District 5, Mr. Carlton M. LaFrance Sr., Council Member, District 7, Mr. Mark "Hobbo" Cognevich, Council Member, District 9.

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Internal Audit of
Council Members Administrative
Assistants Time and Attendance
Project No. 2024-02

Randy A. Duke, CPA, CIA, CIGA
Chief Internal Auditor
Internal Audit Department

Internal Audit of
Council Members Administrative
Assistants Time and Attendance
Project No. 2024-02

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EXECUTIVE SUMMARY

This Executive Summary represents the results of our Internal Audit of the Council Members Administrative Assistants Time and Attendance - **Project No. 2024-02.**

Objectives

1. Is Parish Ordinance 23-58 followed?
2. Is the Louisiana Legislative Auditor's ("LLA") Best Practice for Employee Timesheets followed?
3. Do the Council Members' Administrative Assistants have Job Descriptions and are Employee Evaluations performed?
4. Are employee timesheets approved?
5. Review Gross and Net Wages. (Exposure)

Observations

Observation # 1 - Council Members Administrative Assistants Time and Attendance

Background/Conditions: There are nine (9) Council Members Administrative Assistants. Eight (8) work full time and one (1) part time. On April 27, 2023, the Parish Council adopted Ordinance NO. 23-58 to establish policies and procedures for the Council Members Administrative Assistants. **Attachment I.**

Parish Ordinance 23-58 states in - Sec. 2-22. Council Administrative Assistants.

(iii) Administrative Assistants shall work from the Council member's office during ordinary business hours of the Parish, unless directed otherwise by the Council member.

Based upon my e-mail documents from the Council Members their Administrative Assistants are following Parish Ordinance No. 23-58 regarding Time and Attendance.

The Louisiana Legislative Auditor’s (“LLA”) Best Practice for Employee Timesheets.

Each employee should complete and sign a time sheet, including daily hours worked, **beginning, and ending work times, break and lunch times**, and leave (e.g., annual, and sick) taken. If not using timesheets, employees must otherwise certify that they have worked their required hours (e.g., 40 hours/week for a full-time employee).

Council Members Administrative Assistants are not following LLA best practice.

The Council Member approves the Administrative Assistants Bi-Weekly timesheets. The approved timesheets show eight (8) hours worked each day, accrued annual, and sick leave.
Attachment II.

Council Members Administrative Assistants do not have Job Descriptions and Employee Evaluations.

An employee performance evaluation, also known as a “performance review,” is a process used by organizations to give employees feedback on their job performance and formally document that performance.

A job description is a document that clearly states essential job requirements, job duties, job responsibilities, and skills required to perform a specific role.

Employee Resumes - Maintaining accurate time and attendance records contributes to a strong resume, demonstrating professionalism and commitment to potential employers.

Council Members Administrative Assistants Salary and Wages as of December 31, 2023.

Table # 1 Council Members Administrative Assistants Payroll for the Period from January 1, 2023 through December 31, 2023			
Administrative Assistant	Gross Wages	Payroll Deductions ¹	Net Wages
District 1	\$48,185.72	8,176.56	\$40,009.16
District 2	49,703.36	15,478.14	34,225.22
District 3	18,915.49	2,519.87	16,395.62
District 4	49,648.96	13,780.18	35,868.78
District 5	40,217.90	7,223.32	32,994.58
District 6	49,703.39	15,712.09	33,991.30

¹Payroll deductions include Federal and State taxes, Medicare, and other deductions such as Health and Dental Insurance.

District 7	49,703.40	10,912.74	38,790.66
District 8	45,719.49	11,207.96	34,511.53
District 9	46,049.09	15,808.62	30,240.47
Totals	\$397,846.80	100,819.48	\$297,027.32

Auditor Recommendations: In addition to following the Parish Ordinance 23-58, the Council Members Administrative Assistants should consider following the Louisiana Legislative Auditors (LLA) best practice.

The Louisiana Legislative Auditor’s (“LLA”) Best Practice for Employee Timesheets.

Each employee should complete and sign a time sheet, including daily hours worked, **beginning, and ending work times, break and lunch times**, and leave (e.g., annual, and sick) taken. If not using timesheets, employees must otherwise certify that they have worked their required hours (e.g., 40 hours/week for a full-time employee).

To improve timekeeping accountability, the Council Members Administrative Assistants should consider documenting their beginning and ending work times on an excel spreadsheet.

To improve timekeeping accountability, Council Members Administrative Assistants that work in the field should consider reporting to the PPG office each morning and document their beginning and ending fieldwork times, business purpose, and location on an excel spreadsheet.

The Council Members’ Administrative Assistants should consider having Job Descriptions and Evaluations.

To improve timekeeping accountability, the Council Members and the Administration should consider a biometric timekeeping system which is more accurate and dependable than time clocks.

Biometric systems include fingerprints, iris prints, hand geometry, and voice prints to track and verify employee time and attendance. I would recommend hand geometry.

Responsibility for Action: Mr. Tyronne Edwards, Council Member, District 1, Mr. Brian Champagne, Council Member, District 2, Mr. Christopher “Chris” Schulz, District 3, Dr. Stuart J. Guey, Jr., Council Member, District 4, Ms. Patricia L. “Patty” McCarty, Council Member, District 5, Mr. Lloyd “Ronnie” Newsom, District 6, Mr. Carlton M LaFrance Sr., Council Member, District 7, Mr. Mitch Jurisich, Jr. District 8, Mr. Mark “Hobbo” Cognevich, Council Member, District 9.

Council Members Responses: Councilman, Stuart J. Guey, Jr. will continue to follow Ordinance No. 23-58 for the Administrative Assistant position for **District 4**.

District 5 - "I do NOT agree with the recommended strict regulations for my district. I do agree with the ordinance as written, keeping the phrase, "unless directed otherwise by the Council member." My district is unique, it has many needs and both myself and my assistant are on call 24 hours a day.

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I. Audit Initiation

- In accordance with the PPG Charter Section 7.08: Audit Committee and the approved Internal Audit Department's annual audit plan for 2024, I have performed an Internal Audit of Council Members Administrative Assistants Time and Attendance.

II. Background

- See Parish Ordinance 23-58 on Administrative Assistants. **Attachment I.**

III. Audit Planning

- Determine the audit objectives, audit period and scope.
- Obtain a list of the Council Members and their Assistants.
- Obtain rules, legislation, and other policies.
- Obtain the Louisiana Legislative Auditor ("LLA") best practice.
- Obtain approved timesheets and Gross and Net Wages. (Exposure)

IV. Objectives, Scope, and Methodology

Objectives

- Is Parish Ordinance 23-58 followed?
- Is the Louisiana Legislative Auditor's ("LLA") Best Practice for Employee Timesheets followed?
- Do the Council Members' Administrative Assistants have Job Descriptions and are Employee Evaluations performed?
- Are employee timesheets approved?
- Review Gross and Net Wages. (Exposure)

Scope

- The audit period is from January 1, 2023 through March, 2024. The scope of the audit focused on the Council Members Administrative Assistants Time and Attendance Parish Ordinance 23-58 and improvements to the Council Members Administrative Assistants Time and Attendance.

Methodology

- Determine compliance with Parish Ordinance 23-58.
- Recommend Louisiana Legislative Auditors Best Practice.
- Review approved timesheets.
- Review gross and net wages paid (Exposure).
- Recommend other improvements.

V. Documents Reviewed

- Parish Ordinance 23-58.
- Timesheets.
- Payroll Gross and Net wages.
- Council Members Emails.
- Louisiana Legislative Auditors (“LLA”) Best Practice.

VI. Audit Information and Analysis

There are nine (9) Council Members Administrative Assistants. Eight (8) work full time and one (1) part time. On April 27, 2023, the Parish Council adopted Ordinance NO. 23-58 to establish policies and procedures for the Council Members Administrative Assistants. **Attachment I.**

Based upon my e-mail documents from the Council Members their Administrative Assistants are following Parish Ordinance No. 23-58 regarding Time and Attendance.

Parish Ordinance 23-58 states - Sec. 2-22. Council Administrative Assistants.

(iii) Administrative Assistants shall work from the Council member’s office during ordinary business hours of the Parish, unless directed otherwise by the Council member.

The Louisiana Legislative Auditor’s (“LLA”) Best Practice for Employee Timesheets.

Each employee should complete and sign a time sheet, including daily hours worked, **beginning, and ending work times, break and lunch times**, and leave (e.g., annual, and sick) taken. If not using timesheets, employees must otherwise certify that they have worked their required hours (e.g., 40 hours/week for a full-time employee). It does not appear that LLA best practice is followed.

The Council Member approves the Administrative Assistants Bi-Weekly timesheets. The approved timesheets show eight (8) hours worked each day, accrued annual, and sick leave. **Attachment II.**

The auditor did not find Council Members Administrative Assistants Job Descriptions or employee Evaluations.

Employee Resumes - Maintaining accurate time and attendance records contributes to a strong resume, demonstrating professionalism and commitment to potential employers.

Council Members Administrative Assistants Salary and Wages as of December 31, 2023.

Table # 1 Council Members Administrative Assistants Payroll for the Period from January 1, 2023 through December 31, 2023			
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Totals	\$397,846.80	100,819.48	\$297,027.32

To improve timekeeping accountability, the Council Members Administrative Assistants should consider documenting their beginning and ending work times on an excel spreadsheet.

To improve timekeeping accountability, Council Members Administrative Assistants that work in the field should report to the PPG office each morning and document their beginning and ending fieldwork times, business purpose, and location on an excel spreadsheet.

The Administrative Assistants should have Job Descriptions and Employee Evaluations.

To improve timekeeping accountability, the Council Members and the Administration should consider a biometric timekeeping system which is more accurate and dependable than time clocks.

² Payroll deductions include Federal and State taxes, Medicare, and other deductions such as Health and Dental Insurance.

Biometric systems include fingerprints, iris prints, hand geometry, and voice prints to track and verify employee time and attendance I would recommend hand geometry.

VII. Professional Standards

This internal audit was conducted in accordance with the Institute of Internal Auditor's Standards for the Professional Practice of Internal Auditing, (the Red Book).

ATTACHMENTS

Attachment I – Parish Ordinance NO. 23-58

ORDINANCE NO. 23-58

The following Ordinance was offered by Council Member Cognevich who moved its adoption:

An Ordinance to enact Sec 2-22 of the Plaquemines Parish Code of Ordinances; and otherwise to provide with respect thereto.

DIGEST: Council members have historically had the authority to select, initiate the employment, supervise, direct, discipline and terminate administrative assistants. The enactment of this Section represents the intent of the Council to formalize the process of selection, employment, supervision, direction, discipline and termination of administrative assistants. *The digest is for informational purposes only and is superseded by the language of the actual ordinance or resolution.*

NOW, THEREFORE:

BE IT ORDAINED BY THE PLAQUEMINES PARISH COUNCIL THAT:

SECTION 1

Sec. 2-22. Council Administrative Assistants.

- (a) Each member of the Council shall be allowed to select and initiate the employment of an administrative assistant.
- (b) (i) Full-time Administrative assistants shall be expected to work a total of 40 hours per week, the specific schedule to be determined by the Council member initiating their employment, or the successor thereof, and shall be unclassified employees who are entitled to the benefits afforded a full-time employee of the Parish. Part-time Administrative assistants shall work less than 28 hours per week, the specific schedule to be determined by the Council member, and shall not be eligible for benefits.
(ii) All Administrative Assistants shall maintain a daily time sheet, recording hours worked. Any full-time assistant shall take paid leave or, in the absence of available leave, take unpaid leave, in a week in which the assistant works less than 40 hours.
(iii) Administrative Assistants shall work from the Council member's office during ordinary business hours of the Parish, unless directed otherwise by the Council member.
(iv) Time sheets shall be provided to the Payroll Office in the Parish Finance Department and the Council member on a bi-weekly basis.
- (c) The compensation of each administrative assistant shall be provided in the annual operating budget, as adopted and from time to time amended by the Council.
- (d) Any member of the Council desiring to employ an administrative assistant shall notify the Civil Service and Human Resources Departments, in writing, providing the name of the person so employed.
- (e) Once notified, the Civil Service and Human Resources Departments shall conduct all activities necessary to promptly facilitate the employment of the administrative assistant, including but not limited to pre-employment drug testing. Except as inconsistent with this Section, all employment policies and rules applicable to unclassified employees shall apply to Council Administrative Assistants.
- (f) Each administrative assistant shall be under the sole supervision and direction of the Council member initiating their employment.
- (g) Each administrative assistant shall serve at the pleasure of the Council member initiating their employment, or the successor thereof.
- (h) The discipline or termination of an administrative assistant shall be at the sole discretion of the Council member initiating their employment, or the successor thereof.

SECTION 2

Any administrative assistant selected and employed on the effective date of this Ordinance shall continue in such employment and shall be subject, otherwise, to the provisions of this Ordinance.

SECTION 3

This ordinance shall take effect immediately upon signature by the President, or if vetoed, upon the vote of the Council to over-ride the veto of the President.

SECTION 4

The Secretary of this Council is hereby authorized and directed to immediately certify and release this Ordinance and that Parish employees and officials are authorized to carry out the purposes of this Ordinance, both without further reading and approval by the Plaquemines Parish Council.

WHEREUPON, in open session the above Ordinance was read and considered section by section and as a whole.

Council Member Newsom seconded the motion to adopt the Ordinance.

The foregoing Ordinance having been submitted to a vote, the vote resulted as follows:

YEAS: Council Members Tyronne Edwards, Brian Champagne, Chris Schulz, Stuart J. Guey, Ronnie Newsom, Carlton M. LaFrance, Sr., Mitch Jurisich and Mark Cognevich

NAYS: None

ABSENT: None

PRESENT BUT NOT VOTING: Council Member Patricia McCarty (ABSTAINED)

And the Ordinance was adopted on this the 27th day of April, 2023.

I hereby certify the above and foregoing to be a true and correct copy of an Ordinance which was adopted at a meeting held by the Plaquemines Parish Council in the Pointe-a-la-Hache Courthouse Council Chambers, 18055 Hwy. 15, Pointe-a-la-Hache, Louisiana, on Thursday, April 27, 2023.

Attachment II - Council Members Administrative Assistants Timesheets

PY-TSA-004

Plaquemines Parish Government Time & Attendance Record

Department Name: DISTRICT #1 COUNCIL OFFICE Non-Exempt Exempt

Employee Name: Cosse Triste Monique
(Last) (First) (Middle)

Pay Period: 11/27/23 to 12/10/23 Pay Date: 12/15/23

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Code	Code	Code	Code	Code	
							Hours					
Monday	8.00	8.00										
Tuesday	8.00	8.00										
Wednesday	8.00	8.00										
Thursday	8.00	8.00										
Friday	8.00	8.00										
Saturday	0.00											
Sunday	0.00											
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Code	Code	Code	Code	Code	
							Hours					
Monday	8.00	8.00										
Tuesday	8.00	8.00										
Wednesday	8.00	8.00										
Thursday	8.00	8.00										
Friday	8.00	8.00										
Saturday	0.00											
Sunday	0.00											
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Total	80.00	80.00	0.00									
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*Chart of Other Codes	
Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

Balance Summary		
	Annual	Sick
Beginning Balance	20.00	52.00
Earned	4.00	4.00
Used	0.00	0.00
Ending Balance	24.00	56.00

Signatures		Date
Employee	<i>[Signature]</i>	12/12/23
Supervisor	<i>Rw. Supreme Edwards</i>	12/12/23

**Plaquemines Parish Government
Time & Attendance Record**

Department Name: Parish Council- District 2 Non-Exempt Exempt

Employee Name: Clark (Last) Stephanie (First) Rivero (Middle)

Pay Period: 11/27/23 to 12/10/23 Pay Date: 12/16/23

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Code					
							Hours					
Monday	8.00					8.00						
Tuesday	8.00	8.00										
Wednesday	8.00	8.00										
Thursday	8.00	8.00										
Friday	8.00	8.00										
Saturday	0.00											
Sunday	0.00											
Total	40.00	32.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Hours					
Monday	8.00	8.00										
Tuesday	8.00	8.00										
Wednesday	8.00	8.00										
Thursday	8.00	8.00										
Friday	8.00	8.00										
Saturday	0.00											
Sunday	0.00											
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Total	80.00	72.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	70.00	80.00
Earned	4.00	4.00
Used	0.00	8.00
Ending Balance	74.00	76.00

	Signatures	Date
Employee	<i>Stephanie Clark</i>	12/11/23
Supervisor	<i>Sen. P. Clary</i>	12/11/23

**Plaquemines Parish Government
Time & Attendance Record**

Department Name: Council District 3 Non-Exempt Exempt

Employee Name: LANDRY HEIDI NUNGBERGER
(Last) (First) (Middle)

Pay Period: 11-27-2023 to 12-10-2023 Pay Date: 12-15-2023

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other							
							Code	Hours						
Monday	0.00	5.5												
Tuesday	0.00	0												
Wednesday	0.00	5.0												
Thursday	0.00	6.5												
Friday	0.00	4.5												
Saturday	0.00	0												
Sunday	0.00	0												
Total	0.00	21.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other							
							Code	Hours						
Monday	0.00	5.5												
Tuesday	0.00	3.5												
Wednesday	0.00	4.5												
Thursday	0.00	3.5												
Friday	0.00	0												
Saturday	0.00	0												
Sunday	0.00	0												
Total	0.00	17.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Total	0.00	38.5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
-------------	------	------	------	------	------	------	------	------	------	------	------	------	------	------

Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance		
Earned		
Used	0.00	0.00
Ending Balance	0.00	0.00

Signatures		Date
Employee	<i>Heidi Nunberger Landry</i>	12/11/2023
Supervisor	<i>Cliff</i>	12/11/2023

**Plaquemines Parish Government
Time & Attendance Record**

Department Name: District 4 Non-Exempt Exempt

Employee Name: Hyatt Leslie Mistich
(Last) (First) (Middle)

Pay Period: 11/27/23 to 12/10/23 Pay Date: 12/15/23

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Code					
Hours												
Monday	8.00	8.00										
Tuesday	8.00	8.00										
Wednesday	8.00	8.00										
Thursday	8.00	8.00										
Friday	8.00	8.00										
Saturday	0.00											
Sunday	0.00											
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Code					
Hours												
Monday	8.00	8.00										
Tuesday	8.00	8.00										
Wednesday	8.00	8.00										
Thursday	8.00	8.00										
Friday	8.00	8.00										
Saturday	0.00											
Sunday	0.00											
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Total	80.00	80.00	0.00									
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	34.00	38.00
Earned	4.00	4.00
Used	0.00	0.00
Ending Balance	38.00	40.00

	Signatures	Date
Employee	<i>Leslie M. Hyatt</i>	12-11-23
Supervisor	<i>Stuart J. ...</i>	12-11-23

**Plaquemines Parish Government
Time & Attendance Record**

Department Name: Dist 5 Non-Exempt Exempt
 Employee Name: Adams Date L
 (Last) (First) (Middle)

Pay Period: 11/13/23 to 11/26/23 Pay Date: 12/1/23

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Code	Hours				
Monday	8.00	8										
Tuesday	8.00	8										
Wednesday	8.00	8										
Thursday	8.00	8										
Friday	8.00	8										
Saturday	0.00											
Sunday	0.00											
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Code	Hours				
Monday	8.00	8										
Tuesday	8.00	8										
Wednesday	8.00	8										
Thursday	8.00				8							
Friday	8.00				8							
Saturday	0.00											
Sunday	0.00											
Total	40.00	24.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Total	80.00	64.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance		
Earned		
Used	76.00	0.00
Ending Balance	16.00	

	Signatures	Date
Employee	<i>[Signature]</i>	11/28/23
Supervisor	<i>[Signature]</i>	11/29/23

**Plaquemines Parish Government
Time & Attendance Record**

Department Name: Council Secretary's Office Non-Exempt Exempt

Employee Name: Arb (Last) Lacey (First) M (Middle)

Pay Period: 11/27/23 to 12/10/23 Pay Date: 12/15/23

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Code					
							Hours					
Monday	8.00	8.00										
Tuesday	8.00	8.00										
Wednesday	8.00	8.00										
Thursday	8.00	8.00										
Friday	8.00	8.00										
Saturday	0.00											
Sunday	0.00											
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other					
							Code					
							Hours					
Monday	8.00	8.00										
Tuesday	8.00	8.00										
Wednesday	8.00	8.00										
Thursday	8.00	8.00										
Friday	8.00	8.00										
Saturday	0.00											
Sunday	0.00											
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Total	80.00	80.00	0.00									
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	128.00	132.00
Earned	4.00	4.00
Used	0.00	0.00
Ending Balance	132.00	136.00

	Signatures	Date
Employee	<i>Lacey M</i>	12/15/23
Supervisor	<i>[Signature]</i>	12/15/23

PI-TSA-004

**Plaquemines Parish Government
Time & Attendance Record**

Department Name: DISTRICT #7 COUNCIL OFFICE Non-Exempt Exempt

Employee Name: Antoine Nerissa A.
(Last) (First) (Middle)

Pay Period: 11/27/23 to 12/10/23 Pay Date: 12/18/23

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	8.00	8.00											
Tuesday	8.00	8.00											
Wednesday	8.00	8.00											
Thursday	8.00	8.00											
Friday	8.00	8.00											
Saturday	0.00												
Sunday	0.00												
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other						
							Code						
							Hours						
Monday	8.00	8.00											
Tuesday	8.00	8.00											
Wednesday	8.00	8.00											
Thursday	8.00	8.00											
Friday	8.00	8.00											
Saturday	0.00												
Sunday	0.00												
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Total	80.00	80.00	0.00										
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	284.00	200.00
Earned	4.00	4.00
Used	0.00	0.00
Ending Balance	288.00	204.00

	Signature	Date
Employee	<i>Antoine Nerissa</i>	12/18/23
Supervisor	<i>Colton Vance</i>	12/18/23

**Plaquemines Parish Government
Time & Attendance Record**

Department Name: District 8 Council Secretary Non-Exempt Exempt

Employee Name: Ojeda Sheena M
(Last) (First) (Middle)

Pay Period: 11/27/23 to 12/10/23 Pay Date: 12/15/23

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other							
							Code							
							Hours							
Monday	8.00	8.00			0.00									
Tuesday	8.00	8.00												
Wednesday	8.00	8.00												
Thursday	8.00	8.00												
Friday	8.00	8.00												
Saturday	0.00													
Sunday	0.00													
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other							
							Code							
							Hours							
Monday	8.00	8.00			0.00									
Tuesday	8.00	8.00			0.00									
Wednesday	8.00	8.00												
Thursday	8.00	8.00			0.00									
Friday	8.00	8.00			0.00									
Saturday	0.00													
Sunday	0.00													
Total	40.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Grand Total	80.00	80.00	0.00											
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	88.00	88.00
Earned	4.00	4.00
Used	0.00	0.00
Ending Balance	92.00	92.00

	Signatures	Date
Employee	<i>Sheena Ojeda</i>	12/8/23
Supervisor	<i>[Signature]</i>	12/8/23

**Plaquemines Parish Government
Time & Attendance Record**

Department Name: Parish Council Non-Exempt Exempt

Employee Name: Hess Dodie W
(Last) (First) (Middle)

Pay Period: 11/27/23 to 12/10/23 Pay Date: 12/15/23

Week 1	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other Code				
							Hours				
Monday	8.00	8.00									
Tuesday	8.00	8.00									
Wednesday	8.00	8.00									
Thursday	8.00					8.00					
Friday	8.00	8.00									
Saturday	0.00										
Sunday	0.00										
Total	40.00	32.00	0.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00

Week 2	Total	Regular	Regular Overtime	Annual Leave	Holiday Pay	Sick Leave	*Other Code				
							Hours				
Monday	8.00	8.00									
Tuesday	8.00	8.00									
Wednesday	8.00			6.00							
Thursday	8.00	8.00									
Friday	8.00	8.00									
Saturday	0.00										
Sunday	0.00										
Total	40.00	32.00	0.00	6.00	0.00						

Grand Total	80.00	64.00	0.00	6.00	0.00	8.00	0.00	0.00	0.00	0.00
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Code	Description
09	Straight Overtime
48	Leave Without Pay
50	Family & Medical Leave
60	Absence Without Leave
64	Suspension
72	Funeral Leave
78	Military Leave with Pay
85	Stand By Pay
94	Civil Pay
99	Miscellaneous

	Annual	Sick
Beginning Balance	6.00	8.00
Earned	6.00	4.00
Used	6.00	8.00
Ending Balance	6.00	4.00

	Signatures	Date
Employee	<i>Dodie Hess</i>	12/18/23
Supervisor	<i>Montgomery</i>	12/10/23