



BOMS WEB TIMESHEET

Rosemarie G. Mitchell,
State Attorney's Office, 20th Circuit

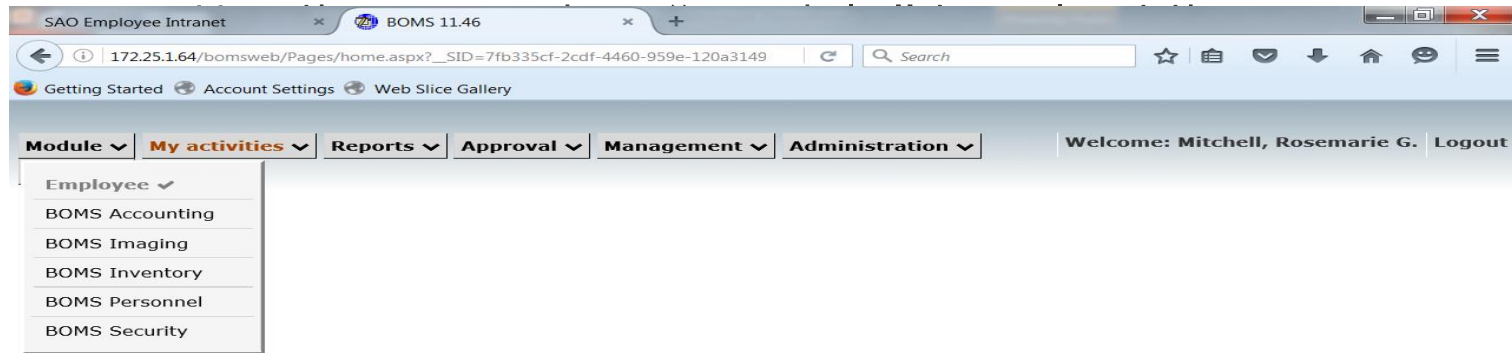
BOMS Timesheet Instructions

Using the Timesheet

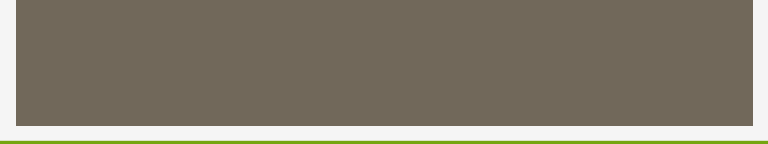
1. Switching between modules
2. Inputting Time Methods
3. Entering Time/Leave Items
4. Leave Totals & Summary
5. Submit
6. Approval Activities
7. Management Activities
8. Reports

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Switching between modules



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BOMS 11.46

172.25.1.64/bomsweb/Pages/home.aspx?__SID=7fb335cf-2cdf-4460-959e-120a3149

Getting Started Account Settings Web Slice Gallery

Module My activities Reports Approval Management Administration

Help

Welcome: Mitchell, Rosemarie G. Logout

- Pending review
- External systems access
- Timesheet**
- Travel

Update profile

- Update address
- Update emergency contact
- Update office information
- Update password

Outbox

172.25.1.64/bomsweb/Pages/home.aspx?__SID=7fb335cf-2cdf-4460-959e-120a3149f128#

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METHOD OF INPUT OF HOURS WORKED

1. Standard work hours – system default.
2. Enter hours worked – enter hours worked per day.
3. Punch In/Out – Start, stop buttons.

Enter Leave/Overtime Request

1. In order to receive authorization for any type of request, you must first enter your request on your timesheet.
2. Click on the "Previous" or "Next" buttons or select from the "Month/year" list in the drop-down box.
3. Click on the day of the month for the request. Note that the desired day is highlighted with a yellow pointer.
4. Select the type of a request on the "Options" list tab.


The screenshot shows the BOMS 11.46 web interface. At the top, there are navigation tabs: Module, My activities, Reports, Approval, Management, Administration, and Help. A user welcome message for Mitchell, Rosemarie G. is visible. The main content area displays a calendar for April 2016. A dropdown menu is open over the calendar, showing options: Leave (highlighted in yellow), Work, Overtime, OPS time, Volunteer time, Comments, Show leave totals, Undo submit, and Recreate timesheet. The calendar grid shows dates from 27th to 30th. Below the calendar is a 'Monthly summary' table.

Start date	Hour in month	Leave	LWOP	Holidays	Overtime	Exceptions
04/01/2016	168:00	0:00	0:00	0:00	0:00	

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Option “Leave”

1. Notice the effective date shown. If the date does not reflect the date of your request, click the “Cancel” button and then select the correct date.
2. Once you have chosen the correct date, click on the “Add” button.
3. To delete an entry, highlight the leave request on the “Entries on File” and click on the “Delete” button.
4. To Edit, highlight the leave request on the “Entries on file” and update the information. (Double click on the highlighted line to update) or click on the “Edit” button.
5. Use the “type” field to specify the type of leave request.
6. Enter leave time. (Leave time and overtime/comp time worked would be entered in 15 minute increments) Ex: one hour and forty-five minutes = 1:45, not 1.75.
7. You may use the “comments” field to enter any comments that may assist your supervisor in approving your request.
8. “Return” button: Go back to the Timesheet screen.



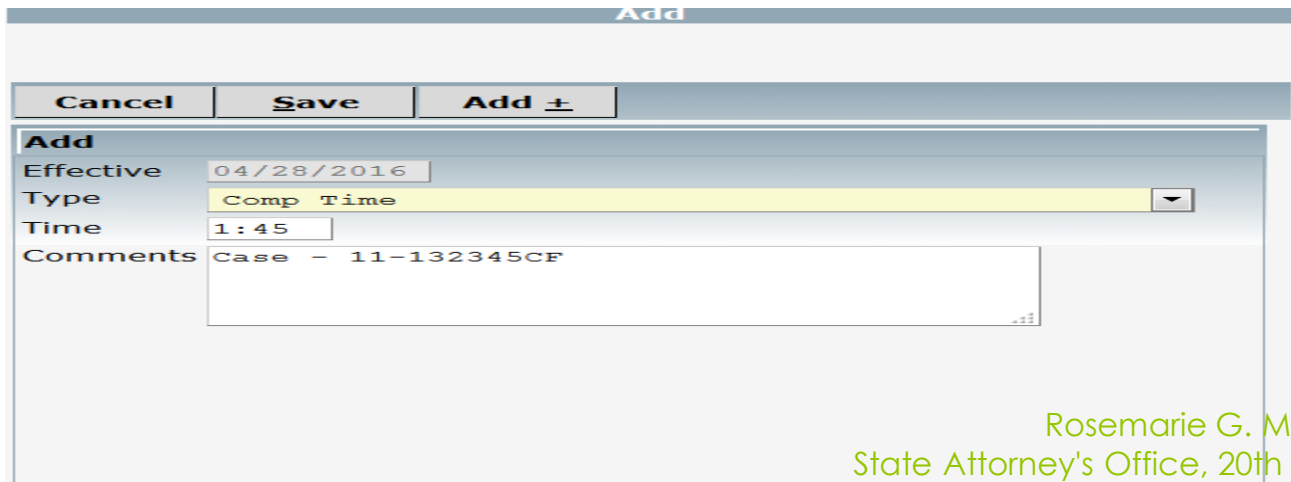
The screenshot shows a web form titled "Add" with a header bar containing "Cancel", "Save", and "Add ±" buttons. Below the header, the form fields are:

- Effective:** A text input field containing "04/28/2016".
- Type:** A dropdown menu with a yellow background and a downward arrow.
- Time:** A text input field.
- Comments:** A large text area for entering details.

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Option “comp time/overtime”

1. Notice the effective date. If it does not reflect the date of your request, click the “Cancel” button and select the correct date.
2. To enter your comp time request, click on the “Add” button.
3. To delete, highlight the comp time request on the “Entries” on File” and click on the “Delete” button.
4. To Edit, highlight the leave request on the “Entries on file” and update the information. (Double click on the highlighted line to update) or click on the “Edit’ button.
5. Select the type of comp time available for you.
6. Enter the comp time. (15 minute increments)
7. You may use the “comments” field to enter any comments that may assist your supervisor in approving your request.
8. “Return” button: Go back to Timesheet screen.



The screenshot shows a software interface for adding a comp time request. At the top, there is a title bar labeled "Add". Below the title bar are three buttons: "Cancel", "Save", and "Add ±". The main form area is titled "Add" and contains the following fields:

- Effective:** A date field containing "04/28/2016".
- Type:** A dropdown menu with "Comp Time" selected.
- Time:** A text field containing "1:45".
- Comments:** A text area containing "Case - 11-132345CF".

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Option Work, OPS work, Volunteer

1. To enter your attendance records, click on the “Add” button.
2. To delete, highlight the Work hours request on the “Entries on File” and click on the “Delete” button.
3. To Edit, highlight the leave request on the “Entries on File” and update the information. (Double click on the highlighted line to update) or click on the “Edit” button.
4. Enter time of work.
5. You may use the “comments” field to enter any comments that may assist your supervisor in approving your request.
6. “Return” button: Go back to Timesheet screen.

The screenshot displays the BOMS 11.46 web application interface. The browser address bar shows the URL: `bomsweb/bomsweb/Pages/timesheet_manage.aspx?_SID=a68a5ae4-c7e1-49fe-86`. The page title is "BOMS 11.46". The navigation menu includes: **Module**, **My activities**, **Reports**, **Approval**, **Management**, **Administration**, and **Help**. The user is logged in as "Mitchell, Rosemarie G." with a "Logout" link.

The main content area shows a "Previous" and "Next" button, a "Find timesheet" button, and a dropdown menu for "Options" set to "May 2016". The "Options" dropdown menu is open, showing the following items: Leave, Work, Overtime, **OPS time** (highlighted), Volunteer time, Comments, Show leave totals, Undo submit, and Recreate timesheet.

The calendar view shows the following dates and times:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

The "30" is marked as "Memorial Day".

At the bottom, there is a "Monthly OPS summary" section with the following data:

Start date	Worked	Exceptions
05/01/2016	0:00	

The footer of the page shows the URL: `bomsweb/bomsweb/Pages/timesheet_manage.aspx?_SID=a68a5ae4-c7e1-49fe-8642-2088443c6e78#`.

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Enter Hours Worked

1. Our office enters the total amount of hours worked for the day.

The screenshot shows a web form titled "Add" with a header bar containing "Cancel", "Save", and "Add ±" buttons. The form fields are: "Effective" with a date input set to "05/03/2016"; "Rate" with a dropdown menu set to "Standard"; "Time" with a dropdown menu; and "Comments" with a large text area.

The screenshot shows a web browser window displaying the BOMS system. The address bar shows the URL: bomsweb/bomsweb/Pages/timesheet_manage_opsslip_edit.aspx?_SID=a68a5ae4-t. The page title is "OPS time worked by Bitting, Garrett A. dated 5/3/2016 12:00:00 AM". The page includes a navigation menu with "Module", "My activities", "Reports", "Approval", "Management", and "Administration" dropdowns, and a "Welcome: Mitchell, Rosemarie G. Logout" message. Below the navigation is a header bar with "Return", "Add ±", "Edit", and "Delete" buttons. The main content area is titled "Entries on file" and contains a list of time entries. A dropdown menu is open over the list, showing time slots from 6:15 to 11:00, with 8:00 selected. An "Add" form is overlaid on the right side of the page, showing the same fields as the first screenshot.

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Leave totals

1. To find out what your leave balances are, click on "Options" then "Show Leave totals".
2. This page provides an accounting of time worked and any leave taken or requested.

The screenshot shows the BOMS 11.46 web application interface. The user is logged in as Mitchell, Rosemarie G. The main navigation menu includes Module, My activities, Reports, Approval, Management, Administration, and Help. The current view is 'Manage, April 2016 Timesheet :Berkow'. The 'Options' dropdown menu is open, showing 'Show leave totals' as the selected option. Below the timesheet grid, there is a 'Monthly summary' table and a 'Leave totals: April 2016' table.

Start date	Hour in month	Leave	LWOP	Holidays	Overtime	Exceptions
04/01/2016	168:00	40:00	0:00	0:00	0:00	

Leave	Rate	Initial accruals	Initial leave	Transfers	MTD accruals	MTD leave	Ending balance	Future accruals	Future leave
Annual	10:00	95:15	0:00	0:00	0:00	40:00	55:15	0:00	0:00
Sick	8:00	54:40	8:00	0:00	0:00	0:00	46:40	0:00	0:00

Monthly (or Weekly) Summary

Depending on how your system is configured, a monthly or weekly summary area is provided, to give you a perspective of your attendance. The exception column serves as an indicator of outstanding issues within a given period.

Leave Totals

- The 'initial' columns present totals as of the last monthly closing.
- The 'mtd' columns show activity for the month after the last month closed. Usually this is the current month.
- The 'future' columns show activity for anything after that.

Submit Timesheet

1. If the “Submit” button is available on your timesheet screen, this means that you are ready to submit your timesheet for approval.

The screenshot displays a timesheet interface. At the top left, there is a 'Submit' button and an 'Options' dropdown menu. Below this is a calendar grid with columns for Sun, Mon, and Tue. The dates 30, 6, 13, 20, 27 are listed under Sun; 31, 7, 14, 21, 28 under Mon; and 1, 8, 15, 22, 29 under Tue. The date 1 is highlighted in yellow. Below the calendar is a 'Monthly summary' table with the following data:

Start date	Hour in month	Worked	Leave	LWOP	Holidays	Overtime	Reported hours	Exceptions
03/01/2012	176:00	154:30	21:30	0:00	0:00	0:00	176:00	

Below the summary table is a 'Submit Timesheet' dialog box with the following text:

Submit Timesheet

By clicking YES, I certify that this timesheet is:

- An accurate record of hours worked and leave taken during this period.

Click YES to submit timesheet now!

A blue callout box on the right contains the text: "Before a timesheet may be submitted for approval, all exceptions must be resolved." A blue arrow points from this callout to the 'Exceptions' column in the 'Monthly summary' table.

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20th Circuit ASA timesheet submissions

1. ASA and other exempt class members will only enter time taken on their timesheet. There will not be work hours listed each day.
2. Non ASA exempt members will submit their timesheet and receive this message when submitting:

Submit Timesheet

By clicking YES, I certify that this timesheet is:

- **An accurate record of hours worked and leave taken during this period.**

Click YES to submit timesheet now!

Manage, April 2016 Timesheet :Berkowicz, Christina A. (Pending)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11 annual 8:00	12 annual 8:00	13 annual 8:00	14 annual 8:00	15 annual 8:00	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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ASA submission

1. When ASAs submit their timesheet, they receive this message:
2. “I certify that this timesheet is an accurate record of hours worked and leave taken during this period. In addition, I am certifying that I am a member in good standing of the Florida Bar and that I am aware of nothing that has not been disclosed to the "office type" 'that may affect my status.’”

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Supervisor Approval Activities

1. You will have this “Approval” button listed on your bar if you are an approver to a group of employees.
2. The “Approval” button will be highlighted in green if you have approvals waiting.

Module ▾ My activities ▾ Reports ▾ **Approval ▾** Management ▾ Administration ▾ Wel

Help ▾

Approve leave for: Jennifer C. Smith

BOMS 11.46

bomsweb/bomsweb/Pages/approve_attendance_leave.aspx?_SID=ab9903f3-767c- Search

Getting Started Account Settings Web Slice Gallery

Module ▾ My activities ▾ Reports ▾ **Approval ▾** Management ▾ Administration ▾ Welcome: Mitchell, Rosemarie G. Logout

Help ▾

Approve Decline Cancel Option:

Leave waiting to be approved

Effective	Type	Time	Comment
<input checked="" type="checkbox"/>	04/22/2016	Annual	3:00 Dr. Appointr

Including leave above

Type of leave	Rate	As of	Balance
Annual	8:00	04/30/2016	33:00
Sick	8:00	04/30/2016	67:00

bomsweb/bomsweb/Pages/approve_attendance_leave.aspx?_SID=ab9903f3-767c-4000-86f5-cc96d61395ec#

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Review and approve requests.

1. Select the item you wish to review and click "Open".
2. If you have more than one employee and if there is more than one entry for each of your employees, you may click on the header of any field to sort.
3. This screen will also list any pending timesheets awaiting your approval.

Open		View timesheet		
Approve Attendance				
◀		▶		1-2
Effective	About	Function	Sent	Comment
04/22/2016	Jennifer C. Smith	Leave of absence	04/21/2016 10:52	
05/02/2016	Diana Bartlett	Leave of absence	04/21/2016 10:54	

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Approve, Decline, Cancel

1. Select the entry.
2. You will see the employees leave balances at the bottom of the screen.
3. You can then approve, decline or cancel.

Approve	Decline	Cancel	Options ▼		
Leave waiting to be approved					
<input type="checkbox"/>	↕	←	→		
1-1					
Effective	Type	Time	Comment	Comp available	
<input checked="" type="checkbox"/>	04/22/2016	Annual	3:00	Dr. Appointment	

Including leave above			
Type of leave	Rate	As of	Balance
Annual	8:00	04/30/2016	33:00
Sick	8:00	04/30/2016	67:00

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Declining a leave request or timesheet.

1. If you are declining an entry, click decline and then you will receive this message.
2. Reasons for declining might be not enough leave on the books, not using the correct amount of leave, etc...

Decline leave request

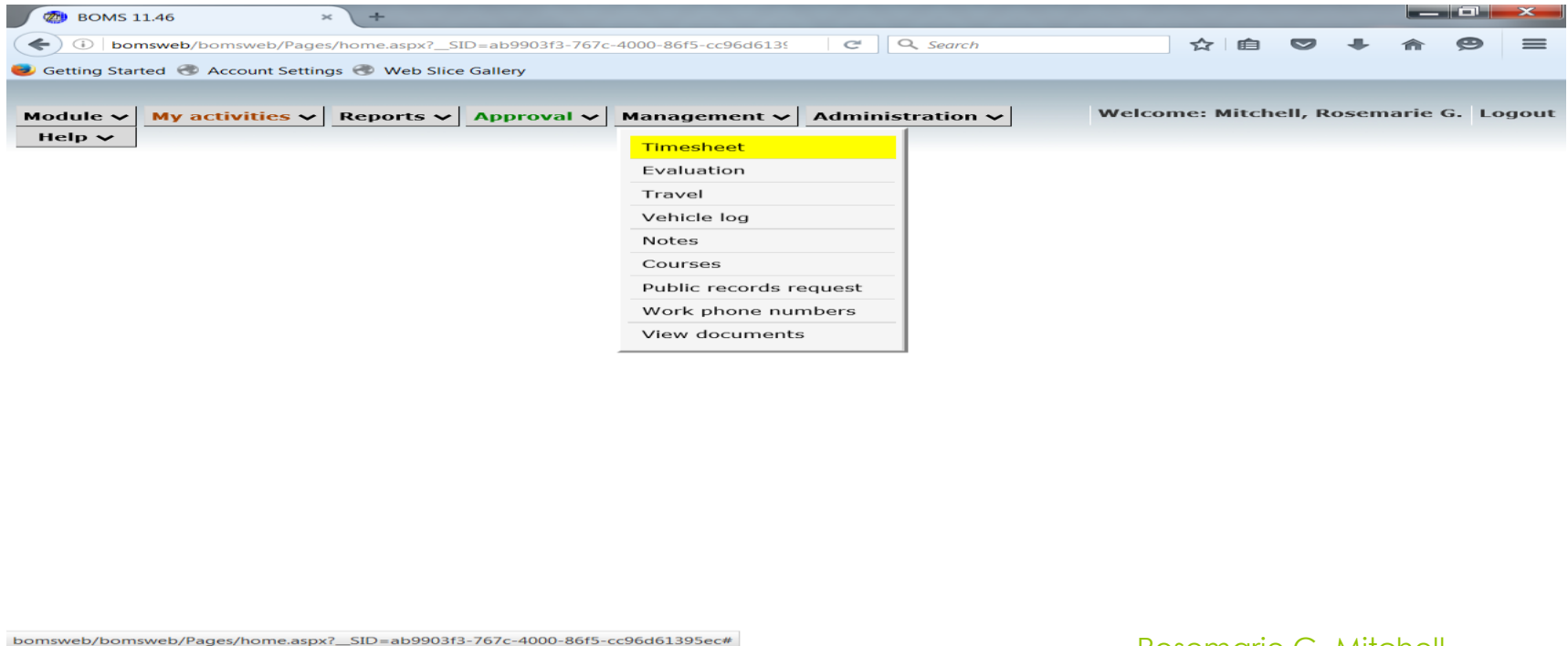
Comment `Not enough annual leave on the books,
please resubmit using your sick leave.`

You are about to decline one leave request

Click YES to decline now

Management Activities

1. Use this option below to view, add, edit, and submit a timesheet for your employees or if you have administrative rights you can do it for all employees.



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Find timesheet

1. Click "Find timesheet" to select the employee and month/year.

The screenshot shows a web browser window with the URL `bomsweb/bomsweb/Pages/timesheet_manage.aspx?_SID=ab9903f3-767c-4000-86`. The page title is "BOMS 11.46". The navigation menu includes "Module", "My activities", "Reports", "Approval", "Management", and "Administration". The user is logged in as "Welcome: Mitchell, Rosemarie G." with a "Logout" link. The "Find timesheet" dialog box is open, displaying a calendar grid for the month of April 2016. The grid shows days from Sunday (27) to Saturday (30). The date "1" (Friday) is highlighted in yellow. Below the calendar grid, there are "Previous" and "Next" buttons, and an "Options" dropdown menu.

Select employee / date of timesheet to manage

Employee

Timesheet date

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Reports

1. This option contains a list of reports available to you as an approver/supervisor. To access a report, click on the name of the desired report then specify your report criteria and click on the "Open Report" button.

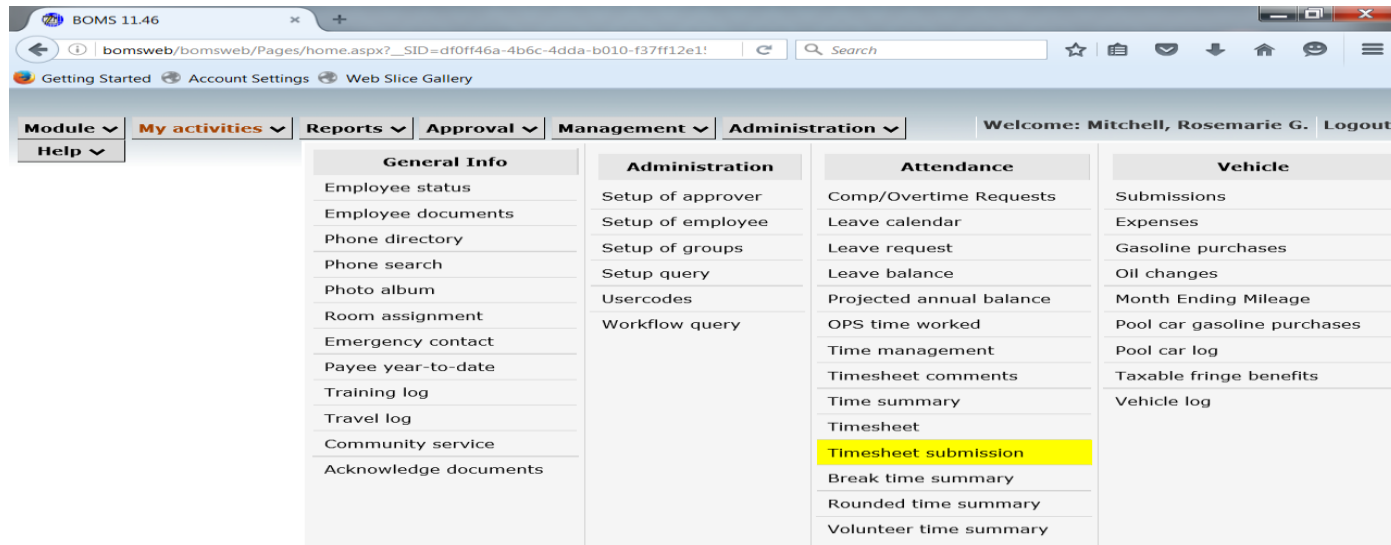
The screenshot displays the BOMS 11.46 web application interface. The browser address bar shows the URL: `bomsweb/bomsweb/Pages/home.aspx?_SID=ab9903f3-767c-4000-86f5-cc96d613f...`. The page features a navigation menu with the following items: **Module**, **My activities**, **Reports**, **Approval**, **Management**, **Administration**, and **Help**. The **Reports** menu is expanded, showing four columns of report categories:

General Info	Administration	Attendance	Vehicle
Employee status	Setup of approver	Comp/Overtime Requests	Submissions
Employee documents	Setup of employee	Leave calendar	Expenses
Phone directory	Setup of groups	Leave request	Gasoline purchases
Phone search	Setup query	Leave balance	Oil changes
Photo album	Usercodes	Projected annual balance	Month Ending Mileage
Room assignment	Workflow query	OPS time worked	Pool car gasoline purchases
Emergency contact		Time management	Pool car log
Payee year-to-date		Timesheet comments	Taxable fringe benefits
Training log		Time summary	Vehicle log
Travel log		Timesheet	
Community service		Timesheet submission	
Acknowledge documents		Break time summary	
		Rounded time summary	
		Volunteer time summary	

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Timesheet submission

This report allows you to see which employees have/not submitted their monthly timesheet.



bomsweb/bomsweb/Pages/home.aspx?_SID=df0ff46a-4b6c-4dda-b010-f37ff12e151a#

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You may choose your entire group or a specific employee.
Enter the date range and either check to see if it has been submitted or not (Status). Click "open report".

The screenshot shows a web browser window with the URL `bomsweb/bomsweb/Pages/timesheet_submitted_report.aspx?__SID=df0ff46a-4b6c-`. The page title is "REPORT: Timesheet Submission". The navigation menu includes "Module", "My activities", "Reports", "Approval", "Management", "Administration", and "Help". The user is logged in as "Mitchell, Rosemarie G." with a "Logout" link.

The main content area is titled "About timesheet submission" and contains the following configuration options:

- Open report** (button)
- Group**: (All), Baas, CountyIT, doninger1, doolityASA
- Employee**: (All), Adams, Ashley N., Alberto, Nicholas A., Anderson, Mary C., Anderson, Shaina J. (volunteer)
- Dated**: 04/01/2016 Thru 04/30/2016
- Sort by**: Date, Name
- Status**: (All), Submitted, Not submitted

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This report will list the employee name, month and if their timesheet for that month has been submitted.

Report: Timesheet Submission			
Close	Print	Open as	
Page:	1 of 6	-	+ Automatic Zoom
Timesheet Submissions:			Page 1 of 6
<i>Not submitted timesheets between 04/01/2016 and 04/30/2016 for all employees</i>			04/27/2016 10:21 am
Name	Month	Submitted	Status
Adams, Ashley N.	April	NO	
Alberto, Nicholas A.	April	NO	
Anderson, Mary C.	April	NO	
Anderson, Shaina J.	April	NO	Not Created Yet
Anderson, Susan L.	April	NO	
Ashby, Brian M.	April	NO	Not Created Yet
Baas, Patricia A.	April	NO	
Barnett, Andrew H.	April	NO	
Bartlett, Diana	April	NO	
Battaglia, Charles J.	April	NO	
Beagle, Megan E.	April	NO	
Begley, Stori R.	April	NO	Not Created Yet
Belcher, Violet M.	April	NO	Not Created Yet
Belohlavek, Lanna	April	NO	
Bendeck, Stephanie E.	April	NO	
Benetatos, Michelle H.	April	NO	
Benitez, Shirley P.	April	NO	
Bentley, Bianca R.	April	NO	
Bentley, Steven M.	April	NO	

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Submitted.

Timesheets for April will not be submitted until after we complete the month; therefore, nothing will be listed.

Report: Timesheet Submission

Close Print Open as

Page: 1 of 1 Automatic Zoom

Timesheet Submissions: Page 1 of 1

Submitted timesheets between 04/01/2016 and 04/30/2016 for all employees 04/27/2016 10:26 am

Name	Month	Submitted	Status
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Leave Calendar.

Leave calendar is available to all employees, not just supervisors.

The screenshot shows a web browser window with the URL `bomsweb/bomsweb/Pages/home.aspx?_SID=df0ff46a-4b6c-4dda-b010-f37ff12e151a#`. The page title is "BOMS 11.46". The navigation bar includes "Getting Started", "Account Settings", and "Web Slice Gallery". The user is logged in as "Welcome: Mitchell, Rosemarie G." with a "Logout" link. The main navigation menu is expanded, showing the following sections:

- Module
- My activities
- Reports
- Approval
- Management
- Administration
- Help

The "Administration" section is expanded, showing the following sub-sections:

- General Info
 - Employee status
 - Employee documents
 - Phone directory
 - Phone search
 - Photo album
 - Room assignment
 - Emergency contact
 - Payee year-to-date
 - Training log
 - Travel log
 - Community service
 - Acknowledge documents
- Administration
 - Setup of approver
 - Setup of employee
 - Setup of groups
 - Setup query
 - Usercodes
 - Workflow query
- Attendance
 - Comp/Overtime Requests
 - Leave calendar
 - Leave request
 - Leave balance
 - Projected annual balance
 - OPS time worked
 - Time management
 - Timesheet comments
 - Time summary
 - Timesheet
 - Timesheet submission
 - Break time summary
 - Rounded time summary
 - Volunteer time summary
- Vehicle
 - Submissions
 - Expenses
 - Gasoline purchases
 - Oil changes
 - Month Ending Mileage
 - Pool car gasoline purchases
 - Pool car log
 - Taxable fringe benefits
 - Vehicle log

`bomsweb/bomsweb/Pages/home.aspx?_SID=df0ff46a-4b6c-4dda-b010-f37ff12e151a#`

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Approver, Group, Location, Month.

The screenshot shows a web browser window with the URL `bomsweb/bomsweb/Pages/timesheet_leave_calendar_report.aspx?_SID=df0ff46a-4`. The page title is "REPORT: Leave calendar". The interface includes a navigation menu with options: "Module", "My activities", "Reports", "Approval", "Management", "Administration", and "Help". A user greeting "Welcome: Mitchell, Rosemarie G." and a "Logout" link are visible. The main content area is titled "Open report" and contains a form with the following fields:

- Approver:** A dropdown menu with "(All)" selected. Other options include "Baas, Patricia A.", "Battaglia, Charles J.", "Carr, Erica J.", and "Dommerich, Jr., John W."
- Group(s):** A dropdown menu with "(All)" selected and a "+/-" button.
- Location:** A dropdown menu with "(all)" selected. Other options include "Fort Myers", "Labelle", "Moore Haven", and "Naples".
- Month:** A dropdown menu with "October, 2016" selected. Other options include "June, 2016", "July, 2016", and "August, 2016".

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As additional entries are made, the view changes.

Leave Calendar

For: all employees

NOTE: BLUE is pending approval, GREEN is for approved leave.

Sunday	Monday	Tuesday	October 2016 Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	1
2	3 Roah Haahanah	4 Anderson S. Annual 8:00	5 Anderson S. Annual 8:00	6 Anderson S. Annual 8:00	7 Anderson S. Annual 8:00	8
9	10	11	12 Yom Kippur	13	14	15
16	17	18	19	20	21 Reid J. Annual 2:00	22
23	24 Hartman P. Annual 8:00	25 Hartman P. Annual 8:00	26 Hartman P. Annual 8:00	27 Hartman P. Comp Time 8:00	28 Hartman P. Annual 8:00 Reid J. Annual 2:00	29
30	31	1	2	3	4	5

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You can zoom in or out to change the view of the calendar.

Report: Leave calendar

Close Print Open as ▾

Page: 1 of 6 - + 70%

Leave Calendar
For: all employees
NOTE: BLUE is pending approval, GREEN is for approved leave.

Page 1 of 6
SA20 04/27/2016 10:46

Sunday	Monday	Tuesday	April 2016 Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1 Barnett A. Sick 8:00 Beagle M. Annual 8:00 Benetatos M. Annual 8:00 Berrette M. Annual 8:00 Cefole B. Annual 8:00 Cimato T. Annual 8:00 Cunningham D. Annual 8:00 Darda H. Family medical Leave/sick 8:00 Detzel T. Sick 8:00 DiFilippo L. Sick 8:00 Doninger L. Annual 8:00 Doolity S. Sick 8:00 Farrell L. Annual 8:00 Fox A. Sick 8:00 Gray C. Annual 8:00 Hall S. Sick 8:00 Hamernik J. Annual 8:00 Holcomb G. Annual 8:00 Hunter H. Annual 8:00 Justham L. Annual 8:00 Kosinski A. Annual 8:00 Larke H. Annual 8:00 Lee R. Annual 8:00 Lenhardt A. Annual 8:00	2

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The End.

- Questions ??

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