




Leo Flores  
Webb County Auditor  
1110 Washington Street, Suite 201  
Laredo, Texas 78040

Telephone (956) 523-4016  
Fax No. (956) 523-5001

**MEMORANDUM**  
November 3, 2014

**To:** Delia Perales, County Treasurer

**From:** Leo Flores, County Auditor 

**CC:** Marc A. Montemayor, County Attorney  
Ramon A. Villafranca, Jr., Assistant County Attorney  
Griselda Johnson, Ernesto J. Salinas Community Center Director

**Re:** Ms. Andrea Morales, Employee #3618

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In reference to the attached pink form for Ms. Andrea Morales, we recognize that Ms. Morales is a current Webb County Employee under the Ernesto J. Salinas Community Center and worked on 10/17/2014 for 8 hours at the Center before commencing temporary employment as an Early Voting Election Clerk. Her temporary elections employment commenced on 10/20/2014 and ran through 10/31/2014 while on approved leave from the Community Center.

However, Ms. Morales requested 40 hours of annual leave be paid to her for 10/20/2014 through 10/24/2014 in addition to her temporary elections employment pay. This action may constitute double payment, we are hereby requesting that the annual leave hours not be paid out until which time the appropriateness of her request is determined.

We also inform that the fact the employee physically worked at the Community Center on 10/17/2014 for 8 hours may require your office to conduct a weighted average calculation review.





WEBB COUNTY PAYROLL - PERSONNEL WORKSHEET

EMPLOYEE ID  
FUND  
DEPT

County Employee 3618  
001  
0107

I. PURPOSE

NEW EMPLOYEE [ ] RATE CHANGE [ ] TERMINATED [ ]  
REHIRE [ ] TRANSFER [ ] OTHER [ ]

II. EMPLOYEE INFORMATION

NAME Andrea Morales DATE COMM CRT APPROVED \_\_\_\_\_  
SOC SEC NO. 452-65-0521 AGENDA ITEM NUMBER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY, STATE ZIP \_\_\_\_\_  
DRIVER'S LICENSE# \_\_\_\_\_  
HOME PHONE \_\_\_\_\_  
BIRTH DATE \_\_\_\_\_ RACE \_\_\_\_\_  
SEX \_\_\_\_\_  
MARITAL STATUS \_\_\_\_\_

III. PAYROLL DATA

JOB CLASS/SLOT # 1892 TITLE: Center Aide  
BIWEEKLY SALARY \$ \_\_\_\_\_ EMPLOYEE TYPE \_\_\_\_\_ PERMANENT FULL TIME  
HOURLY RATE \$ 14.44 \_\_\_\_\_ PERMANENT PART TIME  
\_\_\_\_\_ TEMPORARY FULL TIME  
\_\_\_\_\_ TEMPORARY PART TIME

EFFECTIVE DATE : \_\_\_\_\_  
CERTIFICATION DATE : \_\_\_\_\_ (if available)

CURRENT PAY: (1000) EL2 HRS @ \_\_\_\_\_ OLD RATE = \$ 1,253.56 1256.53  
HRS @ \$ \_\_\_\_\_ NEW RATE = \$ \_\_\_\_\_  
TOTAL = \$ \_\_\_\_\_

OVERTIME HRS @ \$ \_\_\_\_\_ RATE = \$ \_\_\_\_\_  
OVERTIME STRAIGHT HRS @ \$ \_\_\_\_\_ RATE = \$ \_\_\_\_\_  
OTHER PAY HRS @ \$ \_\_\_\_\_ RATE = \$ \_\_\_\_\_

PAYOUT: ANNUAL LEAVE-Code 106 HRS @ \$ \_\_\_\_\_ RATE = \$ \_\_\_\_\_  
COMP/T-Code 107 HRS @ \$ \_\_\_\_\_ RATE = \$ \_\_\_\_\_  
TOTAL = \$ \_\_\_\_\_

FROM JOB CLASSIFICATION# \_\_\_\_\_ TO JOB CLASSIFICATION# \_\_\_\_\_  
DEPT. TRANSFERRED FROM \_\_\_\_\_ DEPT TRANSFERRED TO \_\_\_\_\_  
A/L HRS TRANSFERRED \_\_\_\_\_ S/L HRS TRANSFERRED \_\_\_\_\_

TREASURER'S OFFICE USE ONLY

UNEMPLOYMENT CODE \_\_\_\_\_ WINDOWS USER ID \_\_\_\_\_  
WORK COMP. CODE \_\_\_\_\_ FIRST HIRE DATE \_\_\_\_\_  
BENEFIT GROUP \_\_\_\_\_ LAST HIRE DATE \_\_\_\_\_  
RET.MEMBER # 339 - \_\_\_\_\_ AS400 SENIORITY DATE \_\_\_\_\_  
EEOC FUNCTION \_\_\_\_\_ NEW SENIORITY DATE \_\_\_\_\_  
EEOC CATEGORY \_\_\_\_\_ ACCRUAL DATE \_\_\_\_\_

I CERTIFY THAT THE ABOVE REQUEST IS VALID & CORRECT. I FURTHER CERTIFY THAT THE ENCLOSED DOCUMENTATION IS COMPLETE. I RECOMMEND THAT THIS REQUEST BE INCORPORATED AND PROCESSED AT THE NEXT SCHEDULED PAYROLL.

AUTHORIZED SIGNATURE Oscar Villarreal  
PRINTED NAME Oscar Villarreal

11-3-14

DATE November 3, 2014  
Elections Administrator  
TITLE

**Webb County  
November 4, 2014  
Joint General / Special Elections  
CLERK - Early Voting**

*County  
Employee*

Name: <u>Andrea Morales</u>	Emp. ID #: <u>3618</u>	SS #: <u>452-65-0521</u>
Address: <u>5403 Nevega Ln.</u>	Phone #: <u>324-7462</u>	EV Site: <u>Merry Cuellar Kubany</u>

Day	Date	Time In	Time Out	Time In	Time Out	Hrs. Worked	Reg Hrs	O-T Hours
Friday	10/17/14							
Saturday	10/18/14							
Sunday	10/19/14							
Monday	10/20/14	7:00	12:30	1:00	5:30	10		
Tuesday	10/21/14	7:30	12:30	1:00	5:30	9.50		
Wednesday	10/22/14	7:30	12:30	1:00	5:30	9.50		
Thursday	10/23/14	7:30	12:30	1:00	5:30	9.50	38.50	

Regular Hours Worked 38.50 at \$ 9.25 / Hr. 356.12  
 Overtime Hours Worked \_\_\_\_\_ at \$ 13.88 / Hr. \_\_\_\_\_

*Weighted  
Average  
Worksheet  
\$389.09*

Day	Date	Time In	Time Out	Time In	Time Out	Hrs. Worked	Reg Hrs	O-T Hours
Friday	10/24/14	7:30	12:30	1:00	5:30	9.50		
Saturday	10/25/14	7:30	12:30	1:00	8:30	12.50		
Sunday	10/26/14	12:30	6:30			6		
Monday	10/27/14	7:30	12:30	1:00	8:30	12.50		
Tuesday	10/28/14	7:30	12:30	1:00	8:30	12.50		
Wednesday	10/29/14	7:30	12:30	1:00	8:30	12.50		
Thursday	10/30/14	7:30	12:30	1:00	8:30	12.50	40	38

Regular Hours Worked 40 at \$ 9.25 / Hr. 370.00  
 Overtime Hours Worked 38 at \$ 13.88 / Hr. 527.44

Total: 1253.56 *1286.53*

Under penalty of perjury, I certify that the actual physical hours worked, as reported herein, were performed by me, for the Early Voting Period or for Election Day of the November 4, 2014 Joint General / Special Elections and not for the benefit of any person, private business, corporation or other. In the event I receive payroll funds for which I am not entitled, I understand that subsequent payroll checks may be adjusted for overpayments.

Andrea Morales  
Signature of Temporary Deputy EV Clerk

Andrea Morales  
Printed Name

Under penalty of perjury, I certify that the actual physical hours worked, as reported herein by the above named Temporary Deputy Early Voting Judge, were performed by him/her, for the Early Voting Period of the November 4, 2014 Joint General / Special Elections and not for the benefit of any person, private business, corporation or other.

Shirca Cedillo  
Signature of Temporary Deputy EV Judge

Shirca Cedillo  
Printed Name

Oscar Villarreal  
Oscar Villarreal, CERA, Elections Administrator

*324  
10/31/14*

# County Employees as Election Workers

## Election Pay FLSA Calculation Worksheet

Name	ID#	Dept
Andrea Morales	3618	6100

County Rate: 14.4400 Elec. Rate: 9.25

Pay Type	Rate	Hours	Gross Pay
Regular	14.4400	8.00	115.52
Other Pay			0.00 (Longevity, Incentives, Supplements, etc.)
Elections	9.2500	38.50	356.13
Elec Other Pay			0.00 (Flat Pay: Delivery Fee or other pay)
Leave Pay	14.4400	0.00	0.00 (Holiday, Vacation, Comp Time, Personal, Sick Leave, etc.)
Leave Other Pay			0.00 (Holiday, Vacation, Comp Time, Personal, Sick Leave, etc.)
<b>Total</b>		<b>46.50</b>	<b>471.65</b>
Less: Leave Hrs/Pay		0.00	0.00
<b>Net Hrs Worked/Paid</b>		<b>46.50</b>	<b>471.65</b>

### Overtime

To be used when Net Hrs Worked/Paid is over 40:

Weighted Avg. Rate	10.1430	
	X .5	
1/2 Time Pay	5.0715	[only the .5 OT calculation (over 40) gets paid at the weighted average rate]
Hours over 40	6.50	32.96
Regular Pay		471.65
Total Amount		504.61 ✓
Minus County Pay		115.52
Election Pay		<u>389.09</u> ✓

*108*

-Rate Inquiry-----HR7210S1-

Andrea L Morales  
Department: 6100 ERNESTO J SALINAS COMM CENTER

Type Option, press Enter.  
8=Changed History

Reset: \_\_\_\_\_

Opt	Class	Description	Step	Rate	Effective Date	Primary
-	1892	Center Aide	01	14.4400	10/01/2014	Yes

Bottom

-F3=Exit ... F5=Refresh ... F7=Full Exit ... F9=Reresequence by Code ... F22=More Keys-

ARTMENT/SUB-DEPARTMENT: 6100 EUBALINAS

EMP# SLOT	EMPLOYEE NAME STEP	RATE	TOTAL HOURS	REGULAR HOURS	VACATION HOURS	SICK HOURS	PERSONAL HOURS	HOLIDAY HOURS	OTHER HOURS	OTHER PAY DESCRIPTION	OTHER PAY DEDUCTIONS
4748 1989 HRLY	Gribble 01	15.7300	80	80					3.5		
9716 914 SLRY	Johnson 01	21.4308	80	78.5	1.5						
2074 892 HRLY	Lira 01	San Juana 15.7400	80	80					4		
2618 1892 HRLY	Moreles 01	19.4900	40	8	10				Handwritten note		

\* SUB-DEPARTMENT TOTALS \*

VERIFY THAT THE INFORMATION HEREIN IS ACCURATE WITH THE EXCEPTION OF THE LAST TWO PAYROLL DAYS. THE TOTAL HOURS FOR THE TWO DAYS QUESTION ARE RECORDED FOR THE ABOVE MENTIONED EMPLOYEES AND ARE HOURS THESE EMPLOYEES WOULD HAVE NORMALLY ACCUMULATED DURING THIS 100.

IF CHECKS ARE RECEIVED FOR OVERPAYMENTS UNTIL THE OVERPAYMENT IS RECOVERED.

LSO CERTIFY THAT THERE ARE SUFFICIENT FUNDS AVAILABLE TO PAY THESE EXPENDITURES.

NATURE Ann G. Griselda

TITLE Community Events Coordinator

DATE 10/31/14

Handwritten initials/signature