

Collin County
Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Kevin Clopton

Honoree's Job Title: Payroll Clerk

Department: PSS/Sheriff's Office

Years of Service with the County:

Why the Honoree is receiving a GEM Award including dates: See Attached

Approved by elected official or department head on the 29th day of February, 2016.



**Signature of Elected Official
Or Department Head**

Terry G. Box

Printed Name

Date: February 26, 2016

To: Major Randy Clark

From: Captain Jim Moody 

Re: GEM Award

I am recommending Kevin Clopton for this award as a result of the amount of work she was presented with to enter the overtime for this payroll period. Kevin adjusted her schedule knowing she was under time constraints resulting from a very small window of time. Kevin did this without direction or directive from her supervisor and as a direct result of her dedication and conscientiousness to meeting her deadline. PeopleSoft came back up from the scheduled upgrade late Wednesday, February 24, 2016. However, PeopleSoft was not completely functioning until Thursday, February 25, 2016, whereby allowing Kevin the opportunity to enter overtime for this pay period.

Consequently, to meet the deadline of early afternoon on Thursday, February 25, 2016, Kevin began working early that morning without any direction or directives. Her work consisted of running reports and reconciling individual's timesheets for the pay period. For example, an Under 40 hour Report and Missing Punch Report had to be run to reconcile individual's payroll. In addition, any missing punches had to be reviewed and reconciled by using Time Sheet Memos, reviewing current documentation via emails, and contacting the appropriate individuals for verification.

The work necessary to get to the point of entering overtime data is both tedious and manpower intensive. This gives some idea of what had to occur to get to the point to record approximately 400 separate individual overtime entries into PeopleSoft. Consequently, to complete this endeavor before the early afternoon deadline was monumental.