



U.S. DEPARTMENT OF JUSTICE

Federal Bureau of Prisons

Metropolitan Correctional Center

Office of the Warden

New York, New York 10007

July 30, 2019

MEMORANDUM [REDACTED] WORK STAFF

FROM: [REDACTED] Warden

SUBJECT: Executive Staff Responsibilities

Effective August 5, 2019 the responsibilities of the Executive Staff will be as follows:

[REDACTED] Associate Warden (P)

- Correctional Services
- Correctional Systems
- Education / Recreation
- Religious Services
- Psychology
- PREA Compliance Manager
- Reentry
- Unit Management

[REDACTED] Associate Warden (O)

- Computer Services
- Health Services
- Safety
- Financial Management/ Trust Fund
- Food Services
- Facilities
- Employees Club

[REDACTED] Executive Assistant

- Affirmative Employment Program
- Dayton Manor
- Executive Oversight Labor Management Relations
- Human Resources

Name: [REDACTED] Pay Period: 16 : Aug 4, 2019 to Aug 17, 2019  
 Time Card Type: Regular Leave Year: 2019  
 Time In Pay: 80:00 Other Time: 0:00 Days In Pay: 10

Transaction	Pfx	Sfx	Account	Aug							Aug							Wk 2	Total	
				4	5	6	7	8	9	10	11	12	13	14	15	16	17			
				S	M	T	W	T	F	S	Wk 1	S	M	T	W	T	F	S	Wk 2	
<b>Work Time</b>				Time In	8:00	8:00	8:00	8:00	8:00		8:00	8:00	8:00	8:00	8:00					
				Time Out	4:00	4:00	4:00	4:00	4:00		4:00	4:00	4:00	4:00	4:00					
Reg Base Pay			923021452M1 MCC FY 19					8	8	16	8	8	8	8	8		40	56		
<b>Work Time Total</b>								8	8	16	8	8	8	8	8		40	56		
<b>Leave and Other Time</b>				Absence Start	8:00	10:15	8:00													
				Absence End	16:30	16:00	16:00													
Restored Annual Leave				8	2:15					10:15							10:15			
Comp Time Used			923030503M1 (No Description)																	
Admin Lv/Excused Absence																				
Time Off Award Used	61				5:45	8				13:45							13:45			
<b>Leave and Other Time Total</b>					8	8	8			24							24			
<b>Daily Total</b>					8	8	8	8	8	40	8	8	8	8	8		40	80		

Type	Status	Date	Supervisor	Aug							Aug						
				4	5	6	7	8	9	10	11	12	13	14	15	16	17
				S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>Leave Requests</b>																	
Annual Leave	Approved	07-AUG-19	LAMINE N DIAYE (NDIAYEL)	8	2:15												
Time Off/Incentive Award	Approved	07-AUG-19	LAMINE N DIAYE (NDIAYEL)	5:45	8												
<b>Premium Pay Requests</b>																	
				(No Premium Pay Requests submitted)													

<b>T&amp;A Profile</b>	
Pay Plan	General Schedule (reg)
Tour of Duty	Full Time
Duty Hours	80
Work Week	Mon-Friday
Alternative Schedule	Regular 8-hour Days
Agency	BOP
State	NY
Town	4170
Unit	21
Timekeeper	06
Retain Data	TCs and Accounts
Account Data Code	Manual Entry
Service Computation Date	Sep 10 2000
Annual Leave Category	8 hr/pp
Personal Leave Ceiling	240:00
Disabled Veteran Leave Start	
Disabled Veteran Leave End	

<b>Leave Data</b>					
	Fwd	Accr	Avail	Used	Bal
Annual	348:00	8:00	356:00	--	356:00
Sick	1017:30	4:00	1021:30	--	1021:30
Restored Annual	10:15		10:15	--	
Time Off Award	36:00		13:45	22:15	
<b>Leave Year Projection</b>					
Maximum Available Annual	436:00				
Maximum Available Sick	1061:30				
Use or Lose Leave	196:00				

Your signature certifies that all reported time was worked and approved according to law and regulation.

**Affirmed By:** [REDACTED]  
**Affirmation Date:** Aug 13 2019 8:44 AM

**Certified By:** [REDACTED]  
**Certification Date:** Aug 18 2019 4:17 PM

The complete T&A status history is displayed below; it may contain events that happened since the certification shown above took place.

<b>Status History</b>			
Timestamp	Status	Name	Message
Aug 19 2019 11:31 AM	Built	SYSTEM	Built in Build ID 5100.
==> Aug 18 2019 04:17 PM	Supervisor Certified	[REDACTED]	
Aug 14 2019 11:16 AM	Timekeeper Validated	[REDACTED]	
Aug 13 2019 08:44 AM	Employee Attested	[REDACTED]	
Aug 13 2019 08:44 AM	Employee Validated	[REDACTED]	
Aug 07 2019 09:02 AM	New Record Created	SYSTEM	Created during Build ID 5091 for pay period 16.