





# OVERTIME REPORT

Employee Name		First	Last
		Chad	Heinrich
Employee Number	Division	Bureau	
155379	Sheriff	BLEIS	

## Overtime #1

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	7/12/20	7/13/20	7/14/20	7/15/20	7/16/20	7/17/20	7/18/20
Time On:						4:00 PM	
Time Off:						2:00 AM	
Hours Worked:	0.00	0.00	0.00	0.00	0.00	10.00	0.00
Hours Claimed:						10.00	
Type:						Voluntary Billable	
Taken As:						Overtime	
Division:						Patrol Swing	
Assigned by:						Sgt Triplett	
Scheduled:						Yes	
Call Out:						Yes	
Case Number:							
Cost Center:							
Work Schedule:						Day Off	
Reason:						USFS Patrol Baker Lake OT	
Description:							

## Overtime #2

Time On:							
Time Off:							
Hours Worked:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hours Claimed:							
Type:							
Taken As:							
Division:							
Assigned by:							
Scheduled:							
Call Out:							
Case Number:							
Cost Center:							
Work Schedule:							
Reason:							
Description:							

## Overtime #3

Time On:							
Time Off:							
Hours Worked:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Hours Claimed:							
Type:							
Taken As:							
Division:							
Assigned by:							
Scheduled:							
Call Out:							
Case Number:							
Cost Center:							
Work Schedule:							
Reason:							
Description:							

06099

Time & Pay Inquiry

Employee No. . . . . 155379 HEINRICH, CHAD R.  
 OR Business Unit (Opt).  
 Pay Type . . . . .  
 Work Dates - From: 07/17/20 Thru: 07/17/20

Work Date	Pay Type	Hours Worked	Rate	Gross Pay	
07/17/20	170	10.00	68.100	681.00	2993
Sublgr/T:		Check Ctrl: 2173934		Acct: 2965.6140	
Tax Area: 48		Shift: F		Union: 1300	Craft: D140 Step:
Item No :		Units:		Pieces:	
EnhSub1/Ty		EnhSub3/Ty			
EnhSub2/Ty		EnhSub4/Ty			

CUDA ADJ  
 POSTED AUG

F4=Detail    F13=Toggle Display    F19/F20=Previous/Next Employee    F24=More

## Donna Duling

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**From:** Brandon Waldron  
**Sent:** Monday, February 05, 2024 9:09 AM  
**To:** Donna Duling  
**Subject:** RE: Invoice 31386 - USDA Forest Service

That looks fine. Approved as to form.

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**From:** Donna Duling  
**Sent:** Monday, February 5, 2024 8:35 AM  
**To:** Brandon Waldron <BWaldron@co.whatcom.wa.us>  
**Subject:** FW: Invoice 31386 - USDA Forest Service

Brandon,

I hope you are good.

I need to cancel/close an invoice as it is uncollectable.

This is from when I first started in the financial accountant role and the incorrect contract number was listed on the invoice.

As I had not figured out procedures that worked for me to track open invoices, this one fell through the cracks and I didn't realize it wasn't paid until an open invoice report was sent out by Finance.

I contacted Forest Service multiple times, but since it has been so long and the contract is closed, they cannot process it.

Can you review and approve?

Thank you

Donna



## Donna Duling

Financial Accountant

**Whatcom County Sheriff's Office**

**Phone** 360-778-6611

**Web** <http://www.whatcomcounty.us/Sheriff>

**Mailing:** [311 Grand Avenue • Bellingham, WA • 98225](#)

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*Disclaimer: Public documents and records are available to the public as required under the Washington State Public Records Act (RCW 42.56). The information contained in all correspondence with a government entity may be disclosable to third-party requesters under the Public Records Act.*

## Donna Duling

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**From:** Kristin Fuchs  
**Sent:** Wednesday, February 07, 2024 3:08 PM  
**To:** Donna Duling  
**Subject:** RE: Invoice 31386 - USDA Forest Service

Hi Donna,

I approve that you are canceling this invoice.

Kristin

Kristin Fuchs  
Whatcom County Finance  
360-778-5326 | [kfuchs@co.whatcom.wa.us](mailto:kfuchs@co.whatcom.wa.us)

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**From:** Donna Duling  
**Sent:** Wednesday, February 7, 2024 11:04 AM  
**To:** Kristin Fuchs <[KFuchs@co.whatcom.wa.us](mailto:KFuchs@co.whatcom.wa.us)>  
**Subject:** RE: Invoice 31386 - USDA Forest Service

Kristin,  
I am following up on this. I would like to get it into Granicus.  
Thank you!  
Donna

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**From:** Donna Duling  
**Sent:** Monday, February 05, 2024 3:52 PM  
**To:** Kristin Fuchs <[KFuchs@co.whatcom.wa.us](mailto:KFuchs@co.whatcom.wa.us)>  
**Subject:** Invoice 31386 - USDA Forest Service

Kristin,

As you know, I need to cancel/close an invoice as it is uncollectable. I was told I need finance approval before I can put it into Granicus.

This is from when I first started in the financial accountant role and the incorrect contract number was listed on the invoice.

As I had not figured out procedures that worked for me to track open invoices, this one fell through the cracks and I didn't realize it wasn't paid until an open invoice report was sent out by Finance.

I contacted Forest Service multiple times, but since it has been so long and the contract is closed, they cannot process it.

Can you review and approve?



Thank you  
Donna



## **Donna Duling**

Financial Accountant

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