

Hunter Brown

Pay Period

12/16/2023 to

12/31/2023

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO	VAC	Total
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)				
Sunday	12/31/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	12/16/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	12/17/2023								0.00	
Monday	12/18/2023	9.27							9.27	
Tuesday	12/19/2023	8.50							8.50	
Wednesday	12/20/2023	8.50							8.50	
Thursday	12/21/2023	8.52							8.52	
Friday	12/22/2023	5.21		3.82					9.03	
Saturday	12/23/2023			1.25					1.25	
Total Week		40.00	0.00	5.07	0.00	0.00	0.00	0.00	45.07	
Sunday	12/24/2023								0.00	
Monday	12/25/2023					8.00			8.00	
Tuesday	12/26/2023				8.00				8.00	
Wednesday	12/27/2023	8.93							8.93	
Thursday	12/28/2023	10.83							10.83	
Friday	12/29/2023	8.47							8.47	
Saturday	12/30/2023								0.00	
Total Week		28.23	0.00	0.00	8.00	0.00	8.00	0.00	44.23	
Total Pay Period		68.23	0.00	5.07	8.00	0.00	8.00	0.00	89.30	

I hereby certify the hours indicated above are true and correct and that I have not worked unauthorized overtime. I further certify and acknowledge the hours logged on the city's tracking system (as attached) are true and correct to the best of my knowledge. (Notes on T-Sheets)

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

Payperiod Notes:

Hunter Brown

12/16/2023 to 12/31/2023

Regular	PTO	OT	DT	Total Hours
68.23	0.00	5.07	0.00	73.30

Time in	Time out	Duration	
December 18, 2023			9.27
7:30am (MST)	8:30am (MST)	1.00	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
8:30am (MST)	9:29am (MST)	0.98	MTG > MTG - Staff Meeting
9:29am (MST)	10:15am (MST)	0.77	SWR > SWR - System Maintenance NOTES: Get vacuum for office.
10:15am (MST)	11:15am (MST)	1.00	PW > PW - City Shop > Shop NOTES: Post project cleanup
11:15am (MST)	4:46pm (MST)	5.52	EQP > EQP - Grader Maintenance NOTES: Install CB radio.
December 19, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	9:25am (MST)	0.42	EQP > EQP - Grader Maintenance NOTES: Get to stopping point with CB Antt.
9:25am (MST)	10:07am (MST)	0.70	PW > PW - City Shop > Shop NOTES: Move old files and papers to storage building to prevent further damage.
10:07am (MST)	11:00am (MST)	0.88	EQP > EQP - S10 Truck Maintenance NOTES: Investigate non functional left rear taillight. Confirm fuse and stock extra.
11:00am (MST)	12:03pm (MST)	1.05	EQP > Skid- Steer Maintenance NOTES: Install Chains on SkidSteer.
12:03pm (MST)	4:00pm (MST)	3.95	PW > PW - City Shop > Shop
December 20, 2023			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
9:00am (MST)	10:52am (MST)	1.87	EQP > EQP - Parts Run NOTES: Commit to, and fully flesh-out, free MaintainX program with all procedures for all equipment.
10:52am (MST)	1:00pm (MST)	2.13	EQP > EQP - Parts Run NOTES: Test added functions by running trial inspections.
1:00pm (MST)	4:00pm (MST)	3.00	IND > IND - Industrial Park Maintenance NOTES: Finish shelves in Tuff shed
December 21, 2023			8.52
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)
9:00am (MST)	4:01pm (MST)	7.02	PW > PW - City Shop > Shop NOTES: Move sorted item out of shop. Rearrange benches and other. Uninstall can shelves. Create hangers.

December 22, 2023				9.03
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance	
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)				
9:00am (MST)	4:32pm (MST)	7.53	PW > PW - City Shop > Shop	
December 23, 2023				1.25
2:15pm (MST)	3:30pm (MST)	1.25	WTR > WTR - Water Testing	
NOTES: Flush hydrant behind city hall.				
December 27, 2023				8.93
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance	
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)				
9:00am (MST)	4:26pm (MST)	7.43	EQP > EQP - F350 Truck Maintenance	
NOTES: Investigate rear brake lockup. Set Ivan on rewiring New ignition switch bypass. Determined lockup on drivers side. Research alt. way to remove drum.				
December 28, 2023				10.83
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance	
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)				
9:00am (MST)	3:08pm (MST)	6.13	EQP > EQP - F350 Truck Maintenance	
NOTES: Assist Ivan: Remove dash, Determine ignition wire harness, Determine needed colors, Install new ignition switch.				
3:08pm (MST)	6:20pm (MST)	3.20	EQP > EQP - Jetter Maintenance	
NOTES: Determine cause of carburetor float malfunction. Call Tracy Peterson @ Jerry's in Council for kit. Call Kirk about possible sewer emergency at Shayleens				
December 29, 2023				8.47
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance	
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)				
9:00am (MST)	11:21am (MST)	2.35	PW > PW - City Shop > Shop	
NOTES: Run semi-permanent air line to South side of shop.				
11:21am (MST)	3:58pm (MST)	4.62	EQP > EQP - F350 Truck Maintenance	
NOTES: Assist Ivan finish installing new ingnition switch, test, put dash back together, and test, drive to check for other issues, and final test.				