

Kyla Gardner

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	7.77							7.77	
Tuesday	12/19/2023	7.73							7.73	
Wednesday	12/20/2023	7.67							7.67	
Thursday	12/21/2023	7.43							7.43	
Friday	12/22/2023	2.25							2.25	
Saturday	12/23/2023								0.00	
Total Week		32.85	0.00	0.00	0.00	0.00	0.00	0.00	32.85	
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							8.00	8.00	
Thursday	12/28/2023							8.00	8.00	
Friday	12/29/2023							8.00	8.00	
Saturday	12/30/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	8.00	0.00	32.00	40.00	
Total Pay Period		32.85	0.00	0.00	0.00	8.00	0.00	32.00	72.85	

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:

Kyla Gardner

12/16/2023 to 12/31/2023

Regular	PTO	OT	DT	Total Hours
32.85	0.00	0.00	0.00	32.85

Time in	Time out	Duration	
December 18, 2023			
			7.77
7:47am	3:33pm	7.77	ADM > ADM - Customer Relations
December 19, 2023			
			7.73
7:49am	8:47am	0.97	ADM > ADM - Customer Relations
8:48am	11:07am	2.32	MTG > MTG - Other Governement
NOTES: West Central Mountain Housing Trust Meeting			
11:07am	3:34pm	4.45	ADM > ADM - Customer Relations
December 20, 2023			
			7.67
7:50am	3:30pm	7.67	ADM > ADM - Customer Relations
December 21, 2023			
			7.43
7:52am	3:18pm	7.43	ADM > ADM - Customer Relations
December 22, 2023			
			2.25
9:57am	12:12pm	2.25	ADM > ADM - Customer Relations