

Kyla Gardner

Pay Period

12/1/2023 to

12/15/2023

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									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	12/1/2023	4.22							4.22	
Saturday	12/2/2023								0.00	
Total Week		4.22	0.00	0.00	0.00	0.00	0.00	0.00	4.22	
Sunday	12/3/2023								0.00	
Monday	12/4/2023	7.70							7.70	
Tuesday	12/5/2023	7.95							7.95	
Wednesday	12/6/2023	8.15							8.15	
Thursday	12/7/2023	7.87							7.87	
Friday	12/8/2023								0.00	
Saturday	12/9/2023								0.00	
Total Week		31.67	0.00	0.00	0.00	0.00	0.00	0.00	31.67	
Sunday	12/10/2023								0.00	
Monday	12/11/2023	10.60							10.60	
Tuesday	12/12/2023	7.92							7.92	
Wednesday	12/13/2023	7.62							7.62	
Thursday	12/14/2023	7.75							7.75	
Friday	12/15/2023	1.44							1.44	
Saturday									0.00	
Total Week		35.33	0.00	0.00	0.00	0.00	0.00	0.00	35.33	
Total Pay Period		71.22	0.00	0.00	0.00	0.00	0.00	0.00	71.22	

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

12/01/2023 to 12/15/2023

Regular	PTO	OT	DT	Total Hours
71.22	0.00	0.00	0.00	71.22

Time in	Time out	Duration	
December 1, 2023			4.22
9:27am	1:40pm	4.22	ADM > ADM - Customer Relations
December 4, 2023			7.70
7:46am	3:28pm	7.70	ADM > ADM - Customer Relations
December 5, 2023			7.95
7:42am	3:39pm	7.95	ADM > ADM - Customer Relations
December 6, 2023			8.15
7:44am	3:53pm	8.15	ADM > ADM - Customer Relations
December 7, 2023			7.87
7:41am	3:33pm	7.87	ADM > ADM - Customer Relations
December 11, 2023			10.60
7:46am	3:27pm	7.68	ADM > ADM - Customer Relations
5:50pm	8:45pm	2.92	MTG > MTG - Council Meeting
December 12, 2023			7.92
7:41am	3:36pm	7.92	ADM > ADM - Customer Relations
December 13, 2023			7.62
7:54am	3:31pm	7.62	ADM > ADM - Customer Relations
December 14, 2023			7.75
7:42am	3:27pm	7.75	ADM > ADM - Customer Relations
December 15, 2023			1.45
10:00am	11:27am	1.45	ADM > ADM - Customer Relations

NOTES: Catch up on work