

Kyla Gardner

Pay Period

3/1/2024 to

3/15/2024

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	3/1/2024	5.72							5.72	
Saturday	3/2/2024								0.00	
Total Week		5.72	0.00	0.00	0.00	0.00	0.00	0.00	5.72	
Sunday	3/3/2024								0.00	
Monday	3/4/2024	7.33							7.33	
Tuesday	3/5/2024	7.70							7.70	
Wednesday	3/6/2024	7.27							7.27	
Thursday	3/7/2024	7.60							7.60	
Friday	3/8/2024						8.00		8.00	
Saturday	3/9/2024								0.00	
Total Week		29.90	0.00	0.00	0.00	0.00	8.00	0.00	37.90	
Sunday	3/10/2024								0.00	
Monday	3/11/2024	7.62							7.62	
Tuesday	3/12/2024	7.48							7.48	
Wednesday	3/13/2024	7.58							7.58	
Thursday	3/14/2024	7.75							7.75	
Friday	3/15/2024						8.00		8.00	
Saturday									0.00	
Total Week		30.43	0.00	0.00	0.00	0.00	8.00	0.00	38.43	
Total Pay Period		66.05	0.00	0.00	0.00	0.00	16.00	0.00	82.05	

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:

Name	Clock in date	Clock in time	Clock out date	Clock out ti	Actual vs. s	Total paid	Regular ho	No show re	Employee r	Manager note
Kyla Gardner	March 1 2024	8:15am	March 1 2024	1:58pm	5.72	5.72	5.72			
Kyla Gardner	March 4 2024	7:43am	March 4 2024	3:03pm	7.33	7.33	7.33			
Kyla Gardner	March 5 2024	7:44am	March 5 2024	3:26pm	7.7	7.7	7.7			
Kyla Gardner	March 6 2024	7:47am	March 6 2024	3:03pm	7.27	7.27	7.27			
Kyla Gardner	March 7 2024	7:46am	March 7 2024	3:22pm	7.6	7.6	7.6			
Kyla Gardner	March 11 2024	7:47am	March 11 2024	3:24pm	7.62	7.62	7.62			
Kyla Gardner	March 12 2024	7:48am	March 12 2024	3:17pm	7.48	7.48	7.48			
Kyla Gardner	March 13 2024	7:48am	March 13 2024	3:23pm	7.58	7.58	7.58			
Kyla Gardner	March 14 2024	7:42am	March 14 2024	3:27pm	7.75	7.75	7.75			
Totals for Kyla Gardner					66.05	66.05	66.05			

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