

Kyla Gardner

Pay Period

9/1/2023 to

9/15/2023

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	9/1/2023	3.77							3.77	
Saturday	9/2/2023								0.00	
Total Week		3.77	0.00	0.00	0.00	0.00	0.00	0.00	3.77	
Sunday	9/3/2023								0.00	
Monday	9/4/2023					8.00			8.00	
Tuesday	9/5/2023	7.88							7.88	
Wednesday	9/6/2023	7.75							7.75	
Thursday	9/7/2023	8.55							8.55	
Friday	9/8/2023	7.27							7.27	
Saturday	9/9/2023								0.00	
Total Week		31.45	0.00	0.00	0.00	8.00	0.00	0.00	39.45	
Sunday	9/10/2023								0.00	
Monday	9/11/2023	9.85							9.85	
Tuesday	9/12/2023	8.15							8.15	
Wednesday	9/13/2023	7.78							7.78	
Thursday	9/14/2023	7.67							7.67	
Friday	9/15/2023	4.63							4.63	
Saturday									0.00	
Total Week		38.08	0.00	0.00	0.00	0.00	0.00	0.00	38.08	
Total Pay Period		73.30	0.00	0.00	0.00	8.00	0.00	0.00	81.30	

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:

Kyla Gardner

09/01/2023 to 09/15/2023

Regular	PTO	OT	DT	Total Hours
73.30	0.00	0.00	0.00	73.30

Time in	Time out	Duration	
September 1, 2023			3.77
8:17am	12:03pm	3.77	ADM > ADM - Customer Relations
NOTES: Payroll and catch on work from the week			
September 5, 2023			7.88
7:41am	3:34pm	7.88	ADM > ADM - Customer Relations
September 6, 2023			7.75
7:46am	3:31pm	7.75	ADM > ADM - Customer Relations
September 7, 2023			8.55
7:48am	4:21pm	8.55	ADM > ADM - Customer Relations
September 8, 2023			7.27
9:49am	5:05pm	7.27	ADM > ADM - Customer Relations
NOTES: Candidate filing for election and catch up work			
September 11, 2023			9.85
7:48am	3:33pm	7.75	ADM > ADM - Customer Relations
5:52pm	7:58pm	2.10	MTG > MTG - Council Meeting
September 12, 2023			8.15
7:50am	3:59pm	8.15	ADM > ADM - Customer Relations
September 13, 2023			7.78
7:44am	3:31pm	7.78	ADM > ADM - Customer Relations
September 14, 2023			7.67
7:51am	3:31pm	7.67	ADM > ADM - Customer Relations
September 15, 2023			4.63
8:38am	1:16pm	4.63	ADM > ADM - Customer Relations
NOTES: Working on Childcare expansion grant and catch up			