

Dana Kautz

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								0.00	
Saturday	9/2/2023								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	9/3/2023								0.00	
Monday	9/4/2023								0.00	
Tuesday	9/5/2023	2.48							2.48	
Wednesday	9/6/2023	2.80							2.80	
Thursday	9/7/2023	2.82							2.82	
Friday	9/8/2023								0.00	
Saturday	9/9/2023								0.00	
Total Week		8.10	0.00	0.00	0.00	0.00	0.00	0.00	8.10	
Sunday	9/10/2023								0.00	
Monday	9/11/2023	3.95							3.95	
Tuesday	9/12/2023	2.58							2.58	
Wednesday	9/13/2023	2.99							2.99	
Thursday	9/14/2023								0.00	
Friday	9/15/2023								0.00	
Saturday									0.00	
Total Week		9.52	0.00	0.00	0.00	0.00	0.00	0.00	9.52	
Total Pay Period		17.62	0.00	0.00	0.00	0.00	0.00	0.00	17.62	

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:

Dana Kautz

09/01/2023 to 09/15/2023

Regular	PTO	OT	DT	Total Hours
17.62	0.00	0.00	0.00	17.62

Time in	Time out	Duration	
September 5, 2023			
12:58pm (MDT)	3:27pm (MDT)	2.48	ADM > ADM - Customer Relations
September 6, 2023			
12:40pm (MDT)	3:28pm (MDT)	2.80	ADM > ADM - Customer Relations
September 7, 2023			
12:39pm (MDT)	3:28pm (MDT)	2.82	ADM > ADM - Customer Relations
September 11, 2023			
12:36pm (MDT)	3:25pm (MDT)	2.82	ADM > ADM - Customer Relations
6:30pm (MDT)	7:38pm (MDT)	1.13	MTG > MTG - Council Meeting
September 12, 2023			
12:53pm (MDT)	3:28pm (MDT)	2.58	ADM > ADM - Customer Relations
September 13, 2023			
12:35pm (MDT)	3:34pm (MDT)	2.98	ADM > ADM - Customer Relations