

Kyla Gardner

Pay Period

4/16/2021 to

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)		
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday	4/16/2021	5.73						
Saturday	4/17/2021							
Total Week		5.73	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	4/18/2021							
Monday	4/19/2021	3.15						
Tuesday	4/20/2021	6.67						
Wednesday	4/21/2021	6.62						
Thursday	4/22/2021	6.70						
Friday	4/23/2021	5.31						
Saturday	4/24/2021							
Total Week		28.45	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	4/25/2021							
Monday	4/26/2021	8.27						
Tuesday	4/27/2021	6.68						
Wednesday	4/28/2021	6.65						
Thursday	4/29/2021	6.43						
Friday	4/30/2021	5.37						
Saturday								
Total Week		33.40	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		67.58	0.00	0.00	0.00	0.00	0.00	0.00

I hereby certify the hours indicated above are true and correct and that I have not unauthorized overtime. I further certify and acknowledge the hours logged on the system (as attached) are true and correct to the best of my knowledge. (Notes on 1

Employee Signature: _____

Date:

Supervisor Signature: _____

Date:

Payperiod Notes:

4/30/2021

VAC	Total
	0.00
	0.00
	0.00
	0.00
	0.00
	5.73
	0.00
0.00	5.73
	0.00
	3.15
	6.67
	6.62
	6.70
	5.31
	0.00
0.00	28.45
	0.00
	8.27
	6.68
	6.65
	6.43
	5.37
	0.00
0.00	33.40
0.00	67.58

worked
city's tracking
(-Sheets)

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Kyla Gardner

04/16/2021 to 04/30/2021

Regular	PTO	OT	DT	Total Hours
67.58	0.00	0.00	0.00	67.58

Time in	Time out	Duration	
April 16, 2021			
8:32am	2:16pm	5.73	MTG > MTG - Citizen Advisory Committee
April 19, 2021			
8:29am	11:38am	3.15	MTG > MTG - Citizen Advisory Committee
April 20, 2021			
8:23am	3:03pm	6.67	ADM > ADM - Customer Relations
April 21, 2021			
8:29am	3:06pm	6.62	ADM > ADM - Customer Relations
April 22, 2021			
8:28am	3:10pm	6.70	ADM > ADM - Customer Relations
April 23, 2021			
8:30am	9:16am	0.77	ADM > ADM - Customer Relations
10:29am	3:02pm	4.55	ADM > ADM - Customer Relations
April 26, 2021			
8:29am	3:05pm	6.60	ADM > ADM - Customer Relations
6:23pm	8:03pm	1.67	MTG > MTG - Council Meeting
April 27, 2021			
8:28am	3:09pm	6.68	ADM > ADM - Customer Relations
April 28, 2021			
8:41am	3:20pm	6.65	ADM > ADM - Customer Relations
April 29, 2021			
8:45am	3:11pm	6.43	ADM > ADM - Customer Relations
April 30, 2021			
8:42am	2:04pm	5.37	ADM > ADM - Customer Relations