

Dana Kautz

04/01/2021 to 04/15/2021

Regular	PTO	OT	DT	Total Hours
40.05	0.00	0.00	0.00	40.05

Time in	Time out	Duration	
April 1, 2021			
			7.17
9:05am (MDT)	4:15pm (MDT)	7.17	ADM > Train - City Hall
April 5, 2021			
			7.15
8:40am (MDT)	3:49pm (MDT)	7.15	ADM > Train - City Hall
April 6, 2021			
			5.55
8:40am (MDT)	11:08am (MDT)	2.47	ADM > Train - City Hall
11:40am (MDT)	2:45pm (MDT)	3.08	ADM > Train - City Hall
April 7, 2021			
			5.83
8:50am (MDT)	2:40pm (MDT)	5.83	ADM > Train - City Hall
April 12, 2021			
			7.78
8:24am (MDT)	2:45pm (MDT)	6.35	ADM > Train - City Hall
6:15pm (MDT)	7:41pm (MDT)	1.43	MTG > MTG - Citizen Advisory Committee
April 14, 2021			
			6.57
8:23am (MDT)	2:57pm (MDT)	6.57	ADM > ADM - Customer Relations

Dana Kautz

Pay Period

4/1/2021 to

4/16/2021

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	4/1/2021	7.17							7.17	
Friday	4/2/2021								0.00	
Saturday	4/3/2021								0.00	
Total Week		7.17	0.00	0.00	0.00	0.00	0.00	0.00	7.17	
Sunday	4/4/2021								0.00	
Monday	4/5/2021	7.15							7.15	
Tuesday	4/6/2021	5.54							5.54	
Wednesday	4/7/2021	5.84							5.84	
Thursday	4/8/2021								0.00	
Friday	4/9/2021								0.00	
Saturday	4/10/2021								0.00	
Total Week		18.53	0.00	0.00	0.00	0.00	0.00	0.00	18.53	
Sunday	4/11/2021								0.00	
Monday	4/12/2021	7.78							7.78	
Tuesday	4/13/2021								0.00	
Wednesday	4/14/2021	6.57							6.57	
Thursday	4/15/2021								0.00	
Friday	4/16/2021								0.00	
Saturday									0.00	
Total Week		14.35	0.00	0.00	0.00	0.00	0.00	0.00	14.35	
Total Pay Period		40.05	0.00	0.00	0.00	0.00	0.00	0.00	40.05	

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: