

Kyla Gardner

04/01/2021 to 04/15/2021

Regular	PTO	OT	DT	Total Hours
79.32	0.00	0.00	0.00	79.32

Time in	Time out	Duration	
April 1, 2021			8.22
8:44am	4:57pm	8.22	ADM > ADM - Customer Relations
April 2, 2021			7.63
8:41am	4:19pm	7.63	ADM > ADM - Customer Relations
April 5, 2021			7.18
8:28am	3:39pm	7.18	ADM > ADM - Customer Relations
April 6, 2021			6.55
8:37am	3:10pm	6.55	ADM > ADM - Customer Relations
April 7, 2021			6.42
8:43am	3:08pm	6.42	ADM > ADM - Customer Relations
April 8, 2021			7.15
8:47am	3:56pm	7.15	ADM > ADM - Customer Relations
April 9, 2021			6.10
8:40am	12:50pm	4.17	ADM > ADM - Customer Relations
12:50pm	1:04pm	0.23	Other
1:04pm	3:00pm	1.93	ADM > ADM - Customer Relations
April 12, 2021			9.42
8:24am	4:09pm	7.75	ADM > ADM - Customer Relations
6:20pm	8:00pm	1.67	MTG > MTG - Citizen Advisory Committee
April 13, 2021			6.68
8:34am	3:15pm	6.68	MTG > MTG - Citizen Advisory Committee
April 14, 2021			7.00
8:18am	3:18pm	7.00	MTG > MTG - Citizen Advisory Committee
April 15, 2021			6.97
8:33am	3:31pm	6.97	MTG > MTG - Citizen Advisory Committee

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Pay Period

4/1/2021 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	4/1/2021	8.22						
Friday	4/2/2021	7.63						
Saturday	4/3/2021							
Total Week		15.85	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	4/4/2021							
Monday	4/5/2021	7.18						
Tuesday	4/6/2021	6.55						
Wednesday	4/7/2021	6.42						
Thursday	4/8/2021	7.15						
Friday	4/9/2021	6.10						
Saturday	4/10/2021							
Total Week		33.40	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	4/11/2021							
Monday	4/12/2021	9.42						
Tuesday	4/13/2021	6.68						
Wednesday	4/14/2021	7.00						
Thursday	4/15/2021	6.97						
Friday	4/16/2021							
Saturday								
Total Week		30.07	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		79.32	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:

4/16/2021

VAC	Total
	0.00
	0.00
	0.00
	0.00
	8.22
	7.63
	0.00
0.00	15.85
	0.00
	7.18
	6.55
	6.42
	7.15
	6.10
	0.00
0.00	33.40
	0.00
	9.42
	6.68
	7.00
	6.97
	0.00
	0.00
0.00	30.07
0.00	79.32

**worked
city's tracking
(-Sheets)**

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