

Dana Kautz

Pay Period

11/1/2022 to

11/15/2022

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	11/1/2022	3.00							3.00	
Wednesday	11/2/2022								0.00	
Thursday	11/3/2022	2.95							2.95	
Friday	11/4/2022								0.00	
Saturday	11/5/2022								0.00	
Total Week		5.95	0.00	0.00	0.00	0.00	0.00	0.00	5.95	
Sunday	11/6/2022								0.00	
Monday	11/7/2022								0.00	
Tuesday	11/8/2022	1.37							1.37	
Wednesday	11/9/2022								0.00	
Thursday	11/10/2022								0.00	
Friday	11/11/2022								0.00	
Saturday	11/12/2022								0.00	
Total Week		1.37	0.00	0.00	0.00	0.00	0.00	0.00	1.37	
Sunday	11/13/2022								0.00	
Monday	11/14/2022	5.02							5.02	
Tuesday	11/15/2022	2.64							2.64	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		7.66	0.00	0.00	0.00	0.00	0.00	0.00	7.66	
Total Pay Period		14.98	0.00	0.00	0.00	0.00	0.00	0.00	14.98	

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

11/01/2022 to 11/15/2022

Regular	PTO	OT	DT	Total Hours
14.98	0.00	0.00	0.00	14.98

Time in	Time out	Duration	
November 1, 2022			
			3.00
12:34pm (MST)	3:34pm (MST)	3.00	ADM > ADM - Customer Relations
November 3, 2022			
			2.95
12:31pm (MST)	3:28pm (MST)	2.95	ADM > ADM - Customer Relations
November 8, 2022			
			1.37
12:35pm (MST)	1:57pm (MST)	1.37	ADM > ADM - Customer Relations
November 14, 2022			
			5.02
12:40pm (MST)	4:09pm (MST)	3.48	ADM > ADM - Customer Relations
6:30pm (MST)	8:02pm (MST)	1.53	Shift Total
November 15, 2022			
			2.65
12:43pm (MST)	3:22pm (MST)	2.65	ADM > ADM - Customer Relations