

Kyla Gardner

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	7.67							7.67	
Wednesday	11/2/2022	7.61							7.61	
Thursday	11/3/2022	7.30							7.30	
Friday	11/4/2022								0.00	
Saturday	11/5/2022								0.00	
Total Week		22.58	0.00	0.00	0.00	0.00	0.00	0.00	22.58	
Sunday	11/6/2022								0.00	
Monday	11/7/2022	7.42							7.42	
Tuesday	11/8/2022	10.42							10.42	
Wednesday	11/9/2022	8.07							8.07	
Thursday	11/10/2022	7.64							7.64	
Friday	11/11/2022					8.00			8.00	
Saturday	11/12/2022								0.00	
Total Week		33.55	0.00	0.00	0.00	8.00	0.00	0.00	41.55	
Sunday	11/13/2022								0.00	
Monday	11/14/2022	10.32							10.32	
Tuesday	11/15/2022	7.68							7.68	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		18.00	0.00	0.00	0.00	0.00	0.00	0.00	18.00	
Total Pay Period		74.13	0.00	0.00	0.00	8.00	0.00	0.00	82.13	

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:

Kyla Gardner

11/01/2022 to 11/15/2022

Regular	PTO	OT	DT	Total Hours
74.13	0.00	0.00	0.00	74.13

Time in	Time out	Duration	
November 1, 2022			
			7.67
7:53am	3:33pm	7.67	ADM > ADM - Customer Relations
November 2, 2022			
			7.62
7:55am	11:51am	3.93	ADM > ADM - Customer Relations
11:51am	1:26pm	1.58	MTG > MTG - Other Governement
NOTES: Leadership Academy meeting-McCall			
1:26pm	3:32pm	2.10	ADM > ADM - Customer Relations
November 3, 2022			
			7.30
7:57am	3:15pm	7.30	ADM > ADM - Customer Relations
November 7, 2022			
			7.42
8:07am	3:32pm	7.42	ADM > ADM - Customer Relations
November 8, 2022			
			10.42
7:47am	3:27pm	7.67	ADM > ADM - Customer Relations
4:30pm	7:15pm	2.75	MTG > MTG - Travel
NOTES: Travel to Eagle for III-A Board of Trustees meeting			
November 9, 2022			
			8.07
7:59am	1:38pm	5.65	MTG > MTG - Other Governement
NOTES: III-A Board of Trustees Meeting- Eagle			
1:38pm	4:03pm	2.42	MTG > MTG - Travel
November 10, 2022			
			7.65
7:50am	10:13am	2.38	MTG > MTG - Other Governement
NOTES: McCall Chamber Meeting-McCall			
10:13am	3:29pm	5.27	ADM > ADM - Customer Relations
November 14, 2022			
			10.32
7:51am	3:38pm	7.78	ADM > ADM - Customer Relations
5:52pm	8:24pm	2.53	MTG > MTG - Council Meeting
November 15, 2022			
			7.68
7:52am	3:33pm	7.68	ADM > ADM - Customer Relations