

**Kyla Gardner**

**Pay Period**

**10/16/2022 to**

**10/31/2022**

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	10/16/2022									0.00
Monday	10/17/2022	7.52								7.52
Tuesday	10/18/2022	7.72								7.72
Wednesday	10/19/2022	7.55								7.55
Thursday	10/20/2022	7.77								7.77
Friday	10/21/2022									0.00
Saturday	10/22/2022									0.00
<b>Total Week</b>		<b>30.56</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30.56</b>
Sunday	10/23/2022									0.00
Monday	10/24/2022	10.18								10.18
Tuesday	10/25/2022	7.53								7.53
Wednesday	10/26/2022	7.67								7.67
Thursday	10/27/2022	7.73								7.73
Friday	10/28/2022									0.00
Saturday	10/29/2022									0.00
<b>Total Week</b>		<b>33.11</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33.11</b>
Sunday	10/30/2022									0.00
Monday	10/31/2022	7.33								7.33
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
<b>Total Week</b>		<b>7.33</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>7.33</b>
<b>Total Pay Period</b>		<b>71.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71.00</b>

**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

10/16/2022 to 10/31/2022

Regular	PTO	OT	DT	Total Hours
<b>71.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71.00</b>

Time in	Time out	Duration		
<b>October 17, 2022</b>				<b>7.52</b>
7:56am	8:33am	0.62	ADM > ADM - Customer Relations	
8:33am	9:14am	0.68	MTG > MTG - Staff Meeting	
9:14am	3:27pm	6.22	ADM > ADM - Customer Relations	
<b>October 18, 2022</b>				<b>7.72</b>
7:48am	3:31pm	7.72	ADM > ADM - Customer Relations	
<b>October 19, 2022</b>				<b>7.55</b>
7:49am	3:22pm	7.55	ADM > ADM - Customer Relations	
<b>October 20, 2022</b>				<b>7.77</b>
7:54am	3:40pm	7.77	ADM > ADM - Customer Relations	
<b>October 24, 2022</b>				<b>10.18</b>
7:59am	8:32am	0.55	ADM > ADM - Customer Relations	
8:32am	9:23am	0.85	MTG > MTG - Staff Meeting	
9:23am	11:52am	2.48	ADM > ADM - Customer Relations	
11:53am	3:47pm	3.90	MTG > MTG - Other Government	
<b>NOTES:</b> LHTAC meeting in McCall				
5:59pm	8:23pm	2.40	MTG > MTG - Council Meeting	
<b>October 25, 2022</b>				<b>7.53</b>
8:02am	3:34pm	7.53	ADM > ADM - Customer Relations	
<b>October 26, 2022</b>				<b>7.67</b>
7:57am	3:37pm	7.67	ADM > ADM - Customer Relations	
<b>October 27, 2022</b>				<b>7.73</b>
7:59am	3:43pm	7.73	ADM > ADM - Customer Relations	
<b>October 31, 2022</b>				<b>7.33</b>
7:53am	8:31am	0.63	ADM > ADM - Customer Relations	
8:32am	9:18am	0.77	MTG > MTG - Staff Meeting	
9:18am	3:14pm	5.93	ADM > ADM - Customer Relations	