

Dana Kautz

Pay Period

10/16/2023 to

10/31/2023

| 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 | 10/16/2023 | 2.87 | | | | | | | 2.87 | |
| Tuesday | 10/17/2023 | 2.75 | | | | | | | 2.75 | |
| Wednesday | 10/18/2023 | 2.50 | | | | | | | 2.50 | |
| Thursday | 10/19/2023 | | | | | | | | 0.00 | |
| Friday | 10/20/2023 | | | | | | | | 0.00 | |
| Saturday | 10/21/2023 | | | | | | | | 0.00 | |
| Total Week | | 8.12 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 8.12 | |
| Sunday | 10/22/2023 | | | | | | | | 0.00 | |
| Monday | 10/23/2023 | | | | | | | | 0.00 | |
| Tuesday | 10/24/2023 | | | | | | | | 0.00 | |
| Wednesday | 10/25/2023 | 2.88 | | | | | | | 2.88 | |
| Thursday | 10/26/2023 | 2.88 | | | | | | | 2.88 | |
| Friday | 10/27/2023 | | | | | | | | 0.00 | |
| Saturday | 10/28/2023 | | | | | | | | 0.00 | |
| Total Week | | 5.76 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.76 | |
| Sunday | 10/29/2023 | | | | | | | | 0.00 | |
| Monday | 10/30/2023 | 2.72 | | | | | | | 2.72 | |
| Tuesday | 10/31/2023 | 0.62 | | | | | | | 0.62 | |
| Wednesday | | | | | | | | | 0.00 | |
| Thursday | | | | | | | | | 0.00 | |
| Friday | | | | | | | | | 0.00 | |
| Saturday | | | | | | | | | 0.00 | |
| Total Week | | 3.34 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 3.34 | |
| Total Pay Period | | 17.22 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 17.22 | |

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

10/16/2023 to 10/31/2023

| | | | | |
|---------|------|------|------|-------------|
| Regular | PTO | OT | DT | Total Hours |
| 17.22 | 0.00 | 0.00 | 0.00 | 17.22 |

| Time in | Time out | Duration | |
|-------------------------|--------------|----------|--------------------------------|
| October 16, 2023 | | | |
| 12:37pm (MDT) | 3:29pm (MDT) | 2.87 | ADM > ADM - Customer Relations |
| October 17, 2023 | | | |
| 12:49pm (MDT) | 3:34pm (MDT) | 2.75 | ADM > ADM - Customer Relations |
| October 18, 2023 | | | |
| 12:54pm (MDT) | 3:24pm (MDT) | 2.50 | ADM > ADM - Customer Relations |
| October 25, 2023 | | | |
| 12:36pm (MDT) | 3:29pm (MDT) | 2.88 | ADM > ADM - Customer Relations |
| October 26, 2023 | | | |
| 12:34pm (MDT) | 3:27pm (MDT) | 2.88 | ADM > ADM - Customer Relations |
| October 30, 2023 | | | |
| 12:40pm (MDT) | 3:23pm (MDT) | 2.72 | ADM > ADM - Customer Relations |
| October 31, 2023 | | | |
| 1:08pm (MDT) | 1:45pm (MDT) | 0.62 | ADM > ADM - Customer Relations |