

Kyla Gardner

Pay Period

10/1/2023 to

10/15/2023

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	10/1/2023								0.00	
Monday	10/2/2023	6.72							6.72	
Tuesday	10/3/2023	7.78							7.78	
Wednesday	10/4/2023	7.65							7.65	
Thursday	10/5/2023	6.70							6.70	
Friday	10/6/2023								0.00	
Saturday	10/7/2023								0.00	
Total Week		28.85	0.00	0.00	0.00	0.00	0.00	0.00	28.85	
Sunday	10/8/2023								0.00	
Monday	10/9/2023					8.00			8.00	
Tuesday	10/10/2023	10.37							10.37	
Wednesday	10/11/2023	7.68							7.68	
Thursday	10/12/2023	7.82							7.82	
Friday	10/13/2023								0.00	
Saturday	10/14/2023								0.00	
Total Week		25.87	0.00	0.00	0.00	8.00	0.00	0.00	33.87	
Sunday	10/15/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Pay Period		54.72	0.00	0.00	0.00	8.00	0.00	0.00	62.72	

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

10/01/2023 to 10/15/2023

Regular	PTO	OT	DT	Total Hours
54.72	0.00	0.00	0.00	54.72

Time in	Time out	Duration	
October 2, 2023			6.72
7:50am	2:33pm	6.72	ADM > ADM - Customer Relations
October 3, 2023			7.78
7:50am	3:37pm	7.78	ADM > ADM - Customer Relations
October 4, 2023			7.65
7:53am	3:32pm	7.65	ADM > ADM - Customer Relations
October 5, 2023			6.70
7:53am	2:28pm	6.58	ADM > ADM - Customer Relations
3:11pm	3:18pm	0.12	ADM > ADM - Customer Relations
October 10, 2023			10.37
7:49am	3:36pm	7.78	ADM > ADM - Customer Relations
5:46pm	8:21pm	2.58	MTG > MTG - Council Meeting
October 11, 2023			7.68
7:51am	3:32pm	7.68	ADM > ADM - Customer Relations
October 12, 2023			7.82
7:41am	9:35am	1.90	MTG > MTG - Other Government
NOTES: Chamber meeting			
9:35am	3:30pm	5.92	ADM > ADM - Customer Relations