

Hunter Brown

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	9.05							9.05	
Tuesday	10/17/2023	9.97							9.97	
Wednesday	10/18/2023	8.52							8.52	
Thursday	10/19/2023	8.93							8.93	
Friday	10/20/2023	3.53		4.97					8.50	
Saturday	10/21/2023								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>4.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>44.97</b>	
Sunday	10/22/2023								0.00	
Monday	10/23/2023	8.50							8.50	
Tuesday	10/24/2023	8.50							8.50	
Wednesday	10/25/2023	9.73							9.73	
Thursday	10/26/2023	8.50							8.50	
Friday	10/27/2023	4.77		3.73					8.50	
Saturday	10/28/2023								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>3.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>43.73</b>	
Sunday	10/29/2023								0.00	
Monday	10/30/2023	8.50							8.50	
Tuesday	10/31/2023	8.75							8.75	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>17.25</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>17.25</b>	
<b>Total Pay Period</b>		<b>97.25</b>	<b>0.00</b>	<b>8.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105.95</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:

# Hunter Brown

10/16/2023 to 10/31/2023

Regular	PTO	OT	DT	Total Hours
97.25	0.00	8.70	0.00	105.95

Time in	Time out	Duration	
<b>October 16, 2023</b>			<b>9.05</b>
7:30am (MDT)	8:00am (MDT)	0.50	EQP > EQP - Parts Run
<b>NOTES:</b> Unplug block heaters and general inspection.			
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:30am (MDT)	0.50	MTG > MTG - Other Governement
<b>NOTES:</b> Water mtg			
9:30am (MDT)	9:55am (MDT)	0.42	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> Get brackets and lag bolts from C&M for Hydra-Sling installation.			
9:55am (MDT)	12:40pm (MDT)	2.75	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> Begin installing 6x6 posts			
12:40pm (MDT)	4:33pm (MDT)	3.88	STRTS > STRTS - Storm Drainage
<b>NOTES:</b> Nora south Ditch need grading. Proper 2% grade had been lost to age and marred with vegetation.			
<b>October 17, 2023</b>			<b>9.97</b>
8:00am (MDT)	12:30pm (MDT)	4.50	MTG > MTG - Travel
<b>NOTES:</b> To Idaho CDL training in Boise for secondary test.			
12:30pm (MDT)	1:30pm (MDT)	1.00	STRTS > Train - Streets
<b>NOTES:</b> CDL test			
1:30pm (MDT)	5:58pm (MDT)	4.47	MTG > MTG - Travel
<b>NOTES:</b> To New Meadows from Idaho CDL training in Boise.			
<b>October 18, 2023</b>			<b>8.52</b>
7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Auger Room Maintenance
<b>NOTES:</b> Headworks Unit (Screw Press) and Aeration Compressors Daily inspection.			
8:30am (MDT)	9:16am (MDT)	0.77	MTG > MTG - Travel
<b>NOTES:</b> To council to finish CDL process.			
9:16am (MDT)	10:00am (MDT)	0.73	MTG > MTG - Travel
<b>NOTES:</b> To New Meadows from Council.			
10:00am (MDT)	4:01pm (MDT)	6.02	PW > PW - City Shop > Shop
<b>NOTES:</b> Storage building window Repair cutting torch tip Assist Ivan with keys Prep for land app winterization.			
<b>October 19, 2023</b>			<b>8.93</b>
7:30am (MDT)	8:30am (MDT)	1.00	SWR > SWR - System Maintenance
<b>NOTES:</b> Daily Sewer logs, Daily Headworks Unit inspection and cleaning, Daily Aeration Compressors inspection.			
8:30am (MDT)	11:22am (MDT)	2.87	PARK > PARK - Maintenance
<b>NOTES:</b> Remove trees blocking sign			
11:22am (MDT)	4:26pm (MDT)	5.07	SWR > SWR - Land Application Project
<b>NOTES:</b> Drain, pump, and otherwise winterize land app. Pump station. Remove drive chains, add Stabilizer to fuel tanks and otherwise winterize land app. Sprinklers and pipe drivers.			
<b>October 20, 2023</b>			<b>8.50</b>

7:30am (MDT) 8:30am (MDT) 1.00 SWR > SWR - System Maintenance  
**NOTES:** Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

8:30am (MDT) 11:45am (MDT) 3.25 WTR > WTR - Well #4 Maintenance  
**NOTES:** Investigate generator fault

11:45am (MDT) 4:00pm (MDT) 4.25 STRTS > STRTS - Grading / Blading  
**NOTES:** Collect 10 loads of gravel for Sewer/Water/Streets Collect 5 loads of gravel for streets.

**October 23, 2023**

**8.50**

7:30am (MDT) 8:00am (MDT) 0.50 EQP > EQP - Parts Run  
**NOTES:** Unplug glow plugs and general inspection.

8:00am (MDT) 8:30am (MDT) 0.50 SWR > SWR - System Maintenance  
**NOTES:** Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

8:30am (MDT) 9:00am (MDT) 0.50 MTG > MTG - Staff Meeting

9:00am (MDT) 10:00am (MDT) 1.00 SWR > SWR - System Maintenance  
**NOTES:** Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

10:00am (MDT) 12:38pm (MDT) 2.63 PARK > PARK - Maintenance  
**NOTES:** Remove and store Dorsey Warr Memorial rock

12:38pm (MDT) 4:00pm (MDT) 3.37 PARK > PARK - Maintenance  
**NOTES:** Use scientific method to remove remaining concrete. Call knowledgeable people.

**October 24, 2023**

**8.50**

7:30am (MDT) 9:00am (MDT) 1.50 SWR > SWR - System Maintenance  
**NOTES:** Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MDT) 1:00pm (MDT) 4.00 PARK > PARK - Maintenance  
**NOTES:** Continue to use scientific method to remove concrete block. Carefully move to North IND Park.

1:00pm (MDT) 4:00pm (MDT) 3.00 WTR > WTR - Service Call  
**NOTES:** Replace faulty water meter registers and report replacements to City Hall Write up yellow invalid parking reminders when necessary.

**October 25, 2023**

**9.73**

7:30am (MDT) 9:00am (MDT) 1.50 SWR > SWR - System Maintenance  
**NOTES:** Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MDT) 10:11am (MDT) 1.18 PW > PW - City Shop > Shop  
**NOTES:** Prep shop for incoming filters/fluids change

10:11am (MDT) 3:50pm (MDT) 5.65 EQP > EQP - Backhoe Maintenance  
**NOTES:** Full annual PM. Including: Filters, fluid tests and replacements, greasing, internal cleaning and Armorall. Ect.

3:50pm (MDT) 5:14pm (MDT) 1.40 STRTS > STRTS - Grading / Blading  
**NOTES:** West kathrin and S Commercial drainage flow correction.

**October 26, 2023**

**8.50**

7:30am (MDT)	9:00am (MDT)	1.50	SWR > SWR - System Maintenance
<b>NOTES:</b> Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MDT)	9:15am (MDT)	0.25	EQP > EQP - Backhoe Maintenance
<b>NOTES:</b> Finish filling fluids			
9:15am (MDT)	11:00am (MDT)	1.75	PW > PW - City Shop > Shop
<b>NOTES:</b> Post maintenance cleanup Prep for next machine. Call Kevin @ Jerrys auto parts for 50g drum Shell Oil. Send Jessie to Coastline in McCall for 5g buckets Trans. Oil.			
11:00am (MDT)	11:30am (MDT)	0.50	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> Bring gravel for grading old tree location.			
11:30am (MDT)	4:00pm (MDT)	4.50	STRTS > Train - Streets
<b>NOTES:</b> Truck gravel from Morgan's pit			

**October 27, 2023** **8.50**

7:30am (MDT)	9:00am (MDT)	1.50	SWR > SWR - System Maintenance
<b>NOTES:</b> Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MDT)	4:00pm (MDT)	7.00	EQP > EQP - Loader Maintenance
<b>NOTES:</b> Annual predictive maintenance			

**October 30, 2023** **8.50**

7:30am (MDT)	9:00am (MDT)	1.50	SWR > SWR - System Maintenance
<b>NOTES:</b> Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MDT)	12:30pm (MDT)	3.50	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> Begin construction of Hydra Slide Sling.			
12:30pm (MDT)	4:00pm (MDT)	3.50	STRTS > STRTS - Grading / Blading
<b>NOTES:</b> Grade S Hiegho.			

**October 31, 2023** **8.75**

7:30am (MDT)	9:00am (MDT)	1.50	SWR > SWR - System Maintenance
<b>NOTES:</b> Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MDT)	3:30pm (MDT)	6.50	WTR > WTR - Service Call
<b>NOTES:</b> Hydrant replacement			
3:30pm (MDT)	4:15pm (MDT)	0.75	PW > PW - City Shop > Shop
<b>NOTES:</b> Post project cleanup.			