

Hunter Brown

Pay Period

8/16/2023 to

8/31/2023

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									0.00	
Tuesday									0.00	
Wednesday	8/16/2023				8.00				8.00	
Thursday	8/17/2023				8.00				8.00	
Friday	8/18/2023				8.00				8.00	
Saturday	8/19/2023								0.00	
Total Week		0.00	0.00	0.00	24.00	0.00	0.00	0.00	24.00	
Sunday	8/20/2023								0.00	
Monday	8/21/2023	9.18							9.18	
Tuesday	8/22/2023	8.50							8.50	
Wednesday	8/23/2023	8.08							8.08	
Thursday	8/24/2023	8.50							8.50	
Friday	8/25/2023	5.74		2.77					8.51	
Saturday	8/26/2023								0.00	
Total Week		40.00	0.00	2.77	0.00	0.00	0.00	0.00	42.77	
Sunday	8/27/2023								0.00	
Monday	8/28/2023	7.45							7.45	
Tuesday	8/29/2023	8.45							8.45	
Wednesday	8/30/2023	8.50							8.50	
Thursday	8/31/2023	8.73							8.73	
Friday									0.00	
Saturday									0.00	
Total Week		33.13	0.00	0.00	0.00	0.00	0.00	0.00	33.13	
Total Pay Period		73.13	0.00	2.77	24.00	0.00	0.00	0.00	99.90	

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

08/16/2023 to 08/31/2023

Regular	PTO	OT	DT	Total Hours
73.13	0.00	2.77	0.00	75.90

Time in	Time out	Duration	
August 21, 2023			9.18
7:30am (MDT)	8:00am (MDT)	0.50	STRTS > STRTS - Storm Drainage NOTES: Check all drains for debris and confirm functionality.
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs NOTES: sewer equipment, and lagoon, Preventative maintenance inspection in addition to regular logs
8:30am (MDT)	8:50am (MDT)	0.33	MTG > MTG - Staff Meeting
8:50am (MDT)	10:09am (MDT)	1.32	MTG > MTG - Other Government NOTES: water meeting.
10:09am (MDT)	10:52am (MDT)	0.72	EQP > EQP - Loader Maintenance NOTES: research to understand if loader can be moved in current condition. then move into the shop.
10:52am (MDT)	2:09pm (MDT)	3.28	EQP > EQP - Loader Maintenance NOTES: tighten torque converter drain plugs and refill oil.
2:09pm (MDT)	4:41pm (MDT)	2.53	STRTS > STRTS - Storm Drainage NOTES: clear blocked drains.
August 22, 2023			8.50
7:30am (MDT)	8:00am (MDT)	0.50	STRTS > STRTS - Storm Drainage NOTES: check all streets for standing water.
8:00am (MDT)	9:24am (MDT)	1.40	EQP > EQP - Loader Maintenance NOTES: check ATO leak repair. perform all PMs. refuel.
9:24am (MDT)	9:35am (MDT)	0.18	EQP > EQP - S10 Truck Maintenance NOTES: replace taillight plastics.
9:35am (MDT)	10:38am (MDT)	1.05	EQP > EQP - MACK Dump Maintenance NOTES: reinstall water tank for upcoming labor day event.
10:38am (MDT)	1:36pm (MDT)	2.97	EQP > EQP - MACK Dump Maintenance NOTES: assess nonfunctional hose reel. remove faulty parts and see NAPA about replacements.
1:36pm (MDT)	1:45pm (MDT)	0.15	IND > IND - Industrial Park Maintenance NOTES: clean and secure old recycling center. send Kyla pics of dead trees.
1:45pm (MDT)	1:55pm (MDT)	0.17	STRTS > STRTS - Road Hazard NOTES: sink hole at Bear Loper's
1:55pm (MDT)	1:55pm (MDT)	0.00	PW > PW - City Shop > Shop NOTES: run old water truck keys to city hall.
1:55pm (MDT)	2:11pm (MDT)	0.27	STRTS > STRTS - Road Hazard NOTES: sinkhole at Bear Loper's. cancelled.
2:11pm (MDT)	4:00pm (MDT)	1.82	STRTS > Train - Streets NOTES: take CDL practice test and otherwise prepare for collection of permit engaging sometime this week.
August 23, 2023			8.08
7:30am (MDT)	8:00am (MDT)	0.50	SWR > SWR - Sewer Logs
8:00am (MDT)	8:43am (MDT)	0.72	EQP > EQP - MACK Dump Maintenance NOTES: install new hose reel parts.
8:43am (MDT)	9:01am (MDT)	0.30	EQP > EQP - Parts Run

NOTES: C&M for 1/4" bolts and lock nuts to hole new solenoid to truck.

9:01am (MDT) 9:56am (MDT) 0.92 EQP > EQP - MACK Dump Maintenance

NOTES: continue installation.

9:56am (MDT) 10:10am (MDT) 0.23 EQP > EQP - Parts Run

NOTES: C&M for replacement switch.

10:10am (MDT) 3:05pm (MDT) 4.92 EQP > EQP - MACK Dump Maintenance

NOTES: test motor function. motor does not function. trouble shoot.

3:05pm (MDT) 3:35pm (MDT) 0.50 EQP > EQP - MACK Dump Maintenance

NOTES: auto hose roller is inoperable, manual method configured.

August 24, 2023

8.50

7:30am (MDT) 9:02am (MDT) 1.53 PARK > PARK - Restroom

NOTES: unlock, wipe down, check trash, check odor control, and sweep.

9:02am (MDT) 9:14am (MDT) 0.20 SWR > SWR - Sewer Logs

9:14am (MDT) 9:22am (MDT) 0.13 EQP > EQP - MACK Dump Maintenance

NOTES: post project clean up.

9:22am (MDT) 9:52am (MDT) 0.50 WTR > WTR - Service Call

NOTES: turn on water at 400 Wiley for plumber Matt of McCall Plumbing.

9:52am (MDT) 10:20am (MDT) 0.47 EQP > EQP - MACK Dump Maintenance

NOTES: finish, refuel and park.

10:20am (MDT) 10:46am (MDT) 0.43 EQP > EQP - VOLVO Dump Maintenance

NOTES: refuel and park in designated space.

10:46am (MDT) 1:31pm (MDT) 2.75 EQP > EQP - VOLVO Dump Maintenance

NOTES: write up PM sheets for both HD trucks.

1:31pm (MDT) 1:51pm (MDT) 0.33 EQP > EQP - VOLVO Dump Maintenance

NOTES: find VIN and Model for both HD trucks.

1:51pm (MDT) 2:01pm (MDT) 0.17 EQP > EQP - VOLVO Dump Maintenance

NOTES: email created PM Forms to Kyla for printing.

2:01pm (MDT) 4:00pm (MDT) 1.98 PW > PW - City Shop > Shop

NOTES: organize shop.

August 25, 2023

8.50

7:30am (MDT) 8:00am (MDT) 0.50 SWR > SWR - Sewer Logs

8:00am (MDT) 9:15am (MDT) 1.25 STRTS > Train - Streets

NOTES: last minute cramming for CDL Tests

9:15am (MDT) 10:00am (MDT) 0.75 STRTS > STRTS - Storm Drainage

NOTES: heartland inn: measure hole to make catch basin.

10:00am (MDT) 1:35pm (MDT) 3.58 IND > IND - Industrial Park Maintenance

NOTES: install lights in tuff shed.

1:35pm (MDT) 4:00pm (MDT) 2.42 IND > IND - Industrial Park Maintenance

NOTES: build and install shelves in tuff shed

August 28, 2023

7.45

7:30am (MDT) 8:00am (MDT) 0.50 SWR > SWR - Sewer Logs

8:00am (MDT) 8:30am (MDT) 0.50 PARK > PARK - Maintenance

NOTES: call Jessie about labor day prep list.

8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	9:30am (MDT)	0.50	MTG > MTG - Other Government
NOTES: IIIA meeting.			
10:55am (MDT)	11:10am (MDT)	0.25	STRTS > STRTS - Street Sweeping
NOTES: call Bear about renting his skid-steer on Wednesday or Thursday.			
11:10am (MDT)	4:22pm (MDT)	5.20	EQP > EQP - Parts Run
NOTES: repair or find uncostly replacement for tree trimmer. trim south tree at the park and clean up.			

August 29, 2023

8.45

7:30am (MDT)	9:19am (MDT)	1.82	PARK > PARK - Mowing / Trimming
NOTES: modify and install flat free tires on mower.			
9:19am (MDT)	10:23am (MDT)	1.07	PARK > PARK - Mowing / Trimming
NOTES: continue trimming South tree.			
10:23am (MDT)	11:00am (MDT)	0.62	PARK > PARK - Mowing / Trimming
NOTES: cleanup			
11:00am (MDT)	3:57pm (MDT)	4.95	EQP > EQP - MACK Dump Maintenance
NOTES: test water pump tank air connections. understand what connections are faulty. success tests! put away until labor day weekend.			

August 30, 2023

8.50

7:30am (MDT)	7:45am (MDT)	0.25	STRTS > STRTS - Street Sweeping
NOTES: warm up and move Loader away from sweeper attachment.			
7:45am (MDT)	8:00am (MDT)	0.25	SWR > SWR - Sewer Logs
8:00am (MDT)	1:30pm (MDT)	5.50	STRTS > STRTS - Street Sweeping
1:30pm (MDT)	4:00pm (MDT)	2.50	STRTS > STRTS - Street Sweeping
NOTES: refuel and clean rented equipment (Bear's Skid-steer)			

August 31, 2023

8.73

7:30am (MDT)	8:00am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:00am (MDT)	9:50am (MDT)	1.83	STRTS > Train - Streets
NOTES: take CDL Tests in Council.			
9:50am (MDT)	12:19pm (MDT)	2.48	PARK > PARK - Maintenance
NOTES: clean kiosk and install posters.			
12:19pm (MDT)	12:30pm (MDT)	0.18	PARK > PARK - Maintenance
NOTES: bring loader with snow bucket for grass sweepings.			
12:30pm (MDT)	3:03pm (MDT)	2.55	PARK > PARK - Maintenance
NOTES: clean and otherwise prep restrooms for busy weekend.			
3:03pm (MDT)	4:14pm (MDT)	1.18	STRTS > STRTS - Grading / Blading
NOTES: level sweeping piles in alleyways by back blading.			