

Kyla Gardner

Pay Period

8/1/2023 to

8/15/2023

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									0.00	
Monday									0.00	
Tuesday	8/1/2023	7.52							7.52	
Wednesday	8/2/2023	7.40							7.40	
Thursday	8/3/2023	7.28							7.28	
Friday	8/4/2023								0.00	
Saturday	8/5/2023								0.00	
Total Week		22.20	0.00	0.00	0.00	0.00	0.00	0.00	22.20	
Sunday	8/6/2023								0.00	
Monday	8/7/2023	7.68							7.68	
Tuesday	8/8/2023	7.70							7.70	
Wednesday	8/9/2023	7.50							7.50	
Thursday	8/10/2023	8.10							8.10	
Friday	8/11/2023								0.00	
Saturday	8/12/2023								0.00	
Total Week		30.98	0.00	0.00	0.00	0.00	0.00	0.00	30.98	
Sunday	8/13/2023								0.00	
Monday	8/14/2023	10.38							10.38	
Tuesday	8/15/2023	7.69							7.69	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		18.07	0.00	0.00	0.00	0.00	0.00	0.00	18.07	
Total Pay Period		71.25	0.00	0.00	0.00	0.00	0.00	0.00	71.25	

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

08/01/2023 to 08/15/2023

Regular	PTO	OT	DT	Total Hours
71.25	0.00	0.00	0.00	71.25

Time in	Time out	Duration	
August 1, 2023			7.52
7:42am	3:13pm	7.52	ADM > ADM - Customer Relations
August 2, 2023			7.40
7:52am	3:16pm	7.40	ADM > ADM - Customer Relations
August 3, 2023			7.28
7:49am	3:06pm	7.28	ADM > ADM - Customer Relations
August 7, 2023			7.68
7:49am	3:30pm	7.68	ADM > ADM - Customer Relations
August 8, 2023			7.70
7:40am	3:22pm	7.70	ADM > ADM - Customer Relations
August 9, 2023			7.50
7:45am	3:15pm	7.50	ADM > ADM - Customer Relations
August 10, 2023			8.10
7:45am	3:51pm	8.10	ADM > ADM - Customer Relations
August 14, 2023			10.38
7:46am	3:27pm	7.68	ADM > ADM - Customer Relations
5:51pm	8:33pm	2.70	MTG > MTG - Council Meeting
August 15, 2023			7.68
7:47am	8:29am	0.70	ADM > ADM - Customer Relations
8:29am	11:48am	3.32	MTG > MTG - Other Government
NOTES: West Central mountains Housing Trust meeting			
11:48am	3:28pm	3.67	ADM > ADM - Customer Relations