

Daniel Potter

Pay Period

7/1/2021 to

7/15/2021

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									0.00	
Thursday	7/1/2021	7.60							7.60	
Friday	7/2/2021	3.90							3.90	
Saturday	7/3/2021								0.00	
Total Week		11.50	0.00	0.00	0.00	0.00	0.00	0.00	11.50	
Sunday	7/4/2021								0.00	
Monday	7/5/2021					8.00			8.00	
Tuesday	7/6/2021	8.87							8.87	
Wednesday	7/7/2021	8.23							8.23	
Thursday	7/8/2021	4.87							4.87	
Friday	7/9/2021	8.27							8.27	
Saturday	7/10/2021								0.00	
Total Week		30.24	0.00	0.00	0.00	8.00	0.00	0.00	38.24	
Sunday	7/11/2021								0.00	
Monday	7/12/2021	11.53							11.53	
Tuesday	7/13/2021	9.03							9.03	
Wednesday	7/14/2021	5.68							5.68	
Thursday	7/15/2021	3.00							3.00	
Friday									0.00	
Saturday									0.00	
Total Week		29.24	0.00	0.00	0.00	0.00	0.00	0.00	29.24	
Total Pay Period		70.98	0.00	0.00	0.00	8.00	0.00	0.00	78.98	

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:

Daniel Potter

07/01/2021 to 07/15/2021

Regular	PTO	OT	DT	Total Hours
67.98	0.00	0.00	0.00	67.98

Time in	Time out	Duration	
July 1, 2021			7.60
8:50am (MDT)	10:14am (MDT)	1.40	PARK > PARK - Irrigation
10:14am (MDT)	11:16am (MDT)	1.03	PARK > PARK - Restroom
11:16am (MDT)	4:26pm (MDT)	5.17	WTR > WTR - Booster Pump Maintenance
July 2, 2021			3.90
8:50am (MDT)	12:44pm (MDT)	3.90	EQP > EQP - VOLVO Dump Maintenance
July 6, 2021			8.87
8:30am (MDT)	8:57am (MDT)	0.45	MTG > MTG - Staff Meeting
8:57am (MDT)	12:51pm (MDT)	3.90	PARK > PARK - Mowing / Trimming
1:10pm (MDT)	5:41pm (MDT)	4.52	WTR > WTR - Well #4 Maintenance
July 7, 2021			8.23
8:30am (MDT)	9:16am (MDT)	0.77	PARK > PARK - Irrigation
9:16am (MDT)	4:03pm (MDT)	6.78	EQP > EQP - VOLVO Dump Maintenance
4:03pm (MDT)	4:44pm (MDT)	0.68	WTR > WTR - Booster Station & Well Logs
July 8, 2021			4.87
9:33am (MDT)	1:50pm (MDT)	4.28	PARK > PARK - Maintenance
1:50pm (MDT)	2:25pm (MDT)	0.58	WTR > WTR - Booster Station & Well Logs
July 9, 2021			8.27
9:00am (MDT)	9:22am (MDT)	0.37	MTG > MTG - Staff Meeting
9:22am (MDT)	5:16pm (MDT)	7.90	PARK > PARK - Maintenance
July 12, 2021			11.53
7:30am (MDT)	8:21am (MDT)	0.85	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:02am (MDT)	0.53	MTG > MTG - Staff Meeting
9:02am (MDT)	5:38pm (MDT)	8.60	PARK > PARK - Mowing / Trimming
6:30pm (MDT)	8:03pm (MDT)	1.55	MTG > MTG - Council Meeting
July 13, 2021			9.03
7:30am (MDT)	8:36am (MDT)	1.10	WTR > WTR - Booster Station & Well Logs
8:36am (MDT)	12:04pm (MDT)	3.47	SWR > SWR - Land Application Project
12:04pm (MDT)	3:36pm (MDT)	3.53	WTR > WTR - Service Call
3:36pm (MDT)	4:32pm (MDT)	0.93	SWR > SWR - Sewer Logs
July 14, 2021			5.68
9:15am (MDT)	11:23am (MDT)	2.13	PARK > PARK - Irrigation
11:23am (MDT)	2:56pm (MDT)	3.55	PW > PW - City Shop > Shop