

Kyla Gardner

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	6.57							6.57	
Friday	7/2/2021	5.25							5.25	
Saturday	7/3/2021								0.00	
Total Week		11.82	0.00	0.00	0.00	0.00	0.00	0.00	11.82	
Sunday	7/4/2021								0.00	
Monday	7/5/2021					8.00			8.00	
Tuesday	7/6/2021	6.85							6.85	
Wednesday	7/7/2021	6.77							6.77	
Thursday	7/8/2021	7.32							7.32	
Friday	7/9/2021	6.17							6.17	
Saturday	7/10/2021								0.00	
Total Week		27.11	0.00	0.00	0.00	8.00	0.00	0.00	35.11	
Sunday	7/11/2021								0.00	
Monday	7/12/2021	9.22							9.22	
Tuesday	7/13/2021	6.42							6.42	
Wednesday	7/14/2021	6.90							6.90	
Thursday	7/15/2021	6.33							6.33	
Friday									0.00	
Saturday									0.00	
Total Week		28.87	0.00	0.00	0.00	0.00	0.00	0.00	28.87	
Total Pay Period		67.80	0.00	0.00	0.00	8.00	0.00	0.00	75.80	

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

07/01/2021 to 07/15/2021

Regular	PTO	OT	OT	Total Hours
61.45	0.00	0.00	0.00	61.45

Time in	Time out	Duration	
July 1, 2021			
			6.57
8:34am	3:08pm	6.57	ADM > ADM - Customer Relations
July 2, 2021			
			5.25
8:50am	2:05pm	5.25	ADM > ADM - Customer Relations
July 6, 2021			
			6.85
8:21am	9:12am	0.85	MTG > MTG - Staff Meeting
9:12am	3:12pm	6.00	ADM > ADM - Customer Relations
July 7, 2021			
			6.77
8:29am	3:15pm	6.77	ADM > ADM - Customer Relations
July 8, 2021			
			7.32
8:25am	3:44pm	7.32	ADM > ADM - Customer Relations
July 9, 2021			
			6.17
8:37am	2:47pm	6.17	ADM > ADM - Customer Relations
July 12, 2021			
			9.22
8:21am	8:59am	0.63	MTG > MTG - Staff Meeting
9:00am	3:18pm	6.30	ADM > ADM - Customer Relations
6:05pm	8:22pm	2.28	MTG > MTG - Council Meeting
July 13, 2021			
			6.42
8:43am	3:08pm	6.42	ADM > ADM - Customer Relations
July 14, 2021			
			6.90
8:35am	3:29pm	6.90	ADM > ADM - Customer Relations