

**Kyla Gardner**

**Pay Period**

**10/1/2022 to**

**10/15/2022**

| 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                |            |              |             |                             |                       |  |              |             | 0.00         |       |
| Friday                  |            |              |             |                             |                       |  |              |             | 0.00         |       |
| Saturday                | 10/1/2022  |              |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</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>0.00</b> | <b>0.00</b>  |       |
| Sunday                  | 10/2/2022  |              |             |                             |                       |  |              |             | 0.00         |       |
| Monday                  | 10/3/2022  | 7.50         |             |                             |                       |  |              |             | 7.50         |       |
| Tuesday                 | 10/4/2022  | 8.00         |             |                             |                       |  |              |             | 8.00         |       |
| Wednesday               | 10/5/2022  | 4.80         |             |                             |                       |  | 3.50         |             | 8.30         |       |
| Thursday                | 10/6/2022  |              |             |                             |                       |  | 8.00         |             | 8.00         |       |
| Friday                  | 10/7/2022  |              |             |                             |                       |  |              |             | 0.00         |       |
| Saturday                | 10/8/2022  |              |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>20.30</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>11.50</b> | <b>0.00</b> | <b>31.80</b> |       |
| Sunday                  | 10/9/2022  |              |             |                             |                       |  |              |             | 0.00         |       |
| Monday                  | 10/10/2022 |              |             |                             |                       | 8.00                                   |              |             | 8.00         |       |
| Tuesday                 | 10/11/2022 | 9.37         |             |                             |                       |  |              |             | 9.37         |       |
| Wednesday               | 10/12/2022 | 7.55         |             |                             |                       |  |              |             | 7.55         |       |
| Thursday                | 10/13/2022 | 7.10         |             |                             |                       |  |              |             | 7.10         |       |
| Friday                  | 10/14/2022 |              |             |                             |                       |  |              |             | 0.00         |       |
| Saturday                | 10/15/2022 |              |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |            | <b>24.02</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>8.00</b>                            | <b>0.00</b>  | <b>0.00</b> | <b>32.02</b> |       |
| <b>Total Pay Period</b> |            | <b>44.32</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>8.00</b>                            | <b>11.50</b> | <b>0.00</b> | <b>63.82</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:**

# Kyla Gardner

10/01/2022 to 10/15/2022

|              |             |             |             |              |
|--------------|-------------|-------------|-------------|--------------|
| Regular      | PTO         | OT          | DT          | Total Hours  |
| <b>44.32</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>44.32</b> |

| Time in                 | Time out | Duration |                                |
|-------------------------|----------|----------|--------------------------------|
| <b>October 3, 2022</b>  |          |          |                                |
|                         |          |          | <b>7.50</b>                    |
| 8:01am                  | 3:31pm   | 7.50     | ADM > ADM - Customer Relations |
| <b>October 4, 2022</b>  |          |          |                                |
|                         |          |          | <b>8.00</b>                    |
| 8:01am                  | 4:01pm   | 8.00     | ADM > ADM - Customer Relations |
| <b>October 5, 2022</b>  |          |          |                                |
|                         |          |          | <b>4.80</b>                    |
| 7:57am                  | 12:45pm  | 4.80     | ADM > ADM - Customer Relations |
| <b>October 11, 2022</b> |          |          |                                |
|                         |          |          | <b>9.37</b>                    |
| 7:56am                  | 3:31pm   | 7.58     | ADM > ADM - Customer Relations |
| 6:04pm                  | 7:51pm   | 1.78     | MTG > MTG - Council Meeting    |
| <b>October 12, 2022</b> |          |          |                                |
|                         |          |          | <b>7.55</b>                    |
| 8:00am                  | 3:33pm   | 7.55     | ADM > ADM - Customer Relations |
| <b>October 13, 2022</b> |          |          |                                |
|                         |          |          | <b>7.10</b>                    |
| 7:59am                  | 3:05pm   | 7.10     | ADM > ADM - Customer Relations |