

**Kyla Gardner**

**Pay Period**

**9/16/2022 to**

**9/30/2022**

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	9/16/2022	2.12							2.12	
Saturday	9/17/2022								0.00	
<b>Total Week</b>		<b>2.12</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>2.12</b>	
Sunday	9/18/2022								0.00	
Monday	9/19/2022	7.57							7.57	
Tuesday	9/20/2022	12.68							12.68	
Wednesday	9/21/2022	9.57							9.57	
Thursday	9/22/2022	9.47							9.47	
Friday	9/23/2022	0.71		8.10					8.81	
Saturday	9/24/2022								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>8.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>48.10</b>	
Sunday	9/25/2022								0.00	
Monday	9/26/2022	10.27							10.27	
Tuesday	9/27/2022	7.60							7.60	
Wednesday	9/28/2022	7.40							7.40	
Thursday	9/29/2022	7.08							7.08	
Friday	9/30/2022								0.00	
Saturday									0.00	
<b>Total Week</b>		<b>32.35</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>32.35</b>	
<b>Total Pay Period</b>		<b>74.47</b>	<b>0.00</b>	<b>8.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>82.57</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

09/16/2022 to 09/30/2022

Regular	PTO	OT	DT	Total Hours
74.47	0.00	8.10	0.00	82.57

Time in	Time out	Duration	
<b>September 16, 2022</b>			<b>2.12</b>
8:59am	11:06am	2.12	ADM > ADM - Customer Relations
<b>NOTES:</b> Worked on Payroll			
<b>September 19, 2022</b>			<b>7.57</b>
7:55am	8:37am	0.70	ADM > ADM - Customer Relations
8:37am	9:14am	0.62	MTG > MTG - Staff Meeting
9:15am	3:30pm	6.25	ADM > ADM - Customer Relations
<b>September 20, 2022</b>			<b>12.68</b>
7:55am	3:36pm	7.68	ADM > ADM - Customer Relations
4:00pm (PDT)	9:00pm (PDT)	5.00	ADM > Train - Travel for Training
<b>NOTES:</b> Travel to ICCTFOA training			
<b>September 21, 2022</b>			<b>9.57</b>
8:01am (PDT)	5:35pm (PDT)	9.57	MTG > MTG - Other Government
<b>NOTES:</b> ICCTFOA training			
<b>September 22, 2022</b>			<b>9.47</b>
7:02am (PDT)	4:30pm (PDT)	9.47	MTG > MTG - Other Government
<b>NOTES:</b> ICCFTOA Training			
<b>September 23, 2022</b>			<b>8.82</b>
7:56am (PDT)	11:45am (PDT)	3.82	MTG > MTG - Other Government
4:00pm	9:00pm	5.00	ADM > Train - Travel for Training
<b>NOTES:</b> Travel back home from ICCTFOA training			
<b>September 26, 2022</b>			<b>10.27</b>
7:52am	9:44am	1.87	MTG > MTG - Staff Meeting
9:44am	3:32pm	5.80	ADM > ADM - Customer Relations
5:54pm	8:30pm	2.60	MTG > MTG - Council Meeting
<b>September 27, 2022</b>			<b>7.60</b>
7:54am	3:30pm	7.60	ADM > ADM - Customer Relations
<b>September 28, 2022</b>			<b>7.40</b>
8:04am	3:28pm	7.40	ADM > ADM - Customer Relations
<b>September 29, 2022</b>			<b>7.08</b>
7:57am	3:02pm	7.08	ADM > ADM - Customer Relations