

Kyla Gardner

Pay Period

10/16/2021 to

10/31/2021

| 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 | 10/31/2021 | | | | | | | | | 0.00 |
| Monday | | | | | | | | | | 0.00 |
| Tuesday | | | | | | | | | | 0.00 |
| Wednesday | | | | | | | | | | 0.00 |
| Thursday | | | | | | | | | | 0.00 |
| Friday | | | | | | | | | | 0.00 |
| Saturday | 10/16/2021 | | | | | | | | | 0.00 |
| Total Week | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sunday | 10/17/2021 | | | | | | | | | 0.00 |
| Monday | 10/18/2021 | 6.75 | | | | | | | | 6.75 |
| Tuesday | 10/19/2021 | 7.03 | | | | | | | | 7.03 |
| Wednesday | 10/20/2021 | 6.18 | | | | | | | | 6.18 |
| Thursday | 10/21/2021 | 6.58 | | | | | | | | 6.58 |
| Friday | 10/22/2021 | 4.94 | | | | | | | | 4.94 |
| Saturday | 10/23/2021 | | | | | | | | | 0.00 |
| Total Week | | 31.48 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 31.48 |
| Sunday | 10/24/2021 | | | | | | | | | 0.00 |
| Monday | 10/25/2021 | 9.23 | | | | | | | | 9.23 |
| Tuesday | 10/26/2021 | 7.18 | | | | | | | | 7.18 |
| Wednesday | 10/27/2021 | 7.03 | | | | | | | | 7.03 |
| Thursday | 10/28/2021 | 6.85 | | | | | | | | 6.85 |
| Friday | 10/29/2021 | 5.73 | | | | | | | | 5.73 |
| Saturday | 10/30/2021 | | | | | | | | | 0.00 |
| Total Week | | 36.02 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 36.02 |
| Total Pay Period | | 67.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 67.50 |

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

10/16/2021 to 10/31/2021

| | | | | |
|--------------|-------------|-------------|-------------|--------------|
| Regular | PTO | OT | DT | Total Hours |
| 67.50 | 0.00 | 0.00 | 0.00 | 67.50 |

| Time in | Time out | Duration | | |
|-------------------------|----------|----------|-----------------------------------|-------------|
| October 18, 2021 | | | | 6.75 |
| 8:28am | 9:26am | 0.97 | MTG > MTG - Staff Meeting | |
| 9:26am | 3:13pm | 5.78 | ADM > ADM - Customer Relations | |
| October 19, 2021 | | | | 7.03 |
| 8:36am | 3:38pm | 7.03 | ADM > ADM - Customer Relations | |
| October 20, 2021 | | | | 6.18 |
| 8:50am | 3:01pm | 6.18 | ADM > ADM - Customer Relations | |
| October 21, 2021 | | | | 6.58 |
| 8:33am | 3:08pm | 6.58 | ADM > ADM - Customer Relations | |
| October 22, 2021 | | | | 4.93 |
| 8:38am | 1:34pm | 4.93 | ADM > ADM - Customer Relations | |
| October 25, 2021 | | | | 9.23 |
| 8:26am | 9:06am | 0.67 | MTG > MTG - Staff Meeting | |
| 9:06am | 3:03pm | 5.95 | ADM > ADM - Customer Relations | |
| 5:57pm | 8:34pm | 2.62 | MTG > MTG - Council Meeting | |
| October 26, 2021 | | | | 7.18 |
| 8:43am | 10:58am | 2.25 | ADM > Train - Travel for Training | |
| 10:58am | 3:18pm | 4.33 | MTG > MTG - Other Government | |
| 3:18pm | 3:47pm | 0.48 | ADM > Train - Travel for Training | |
| 3:47pm | 3:54pm | 0.12 | ADM > ADM - Customer Relations | |
| October 27, 2021 | | | | 7.03 |
| 8:15am | 3:17pm | 7.03 | ADM > ADM - Customer Relations | |
| October 28, 2021 | | | | 6.85 |
| 8:39am | 3:30pm | 6.85 | ADM > ADM - Customer Relations | |
| October 29, 2021 | | | | 5.72 |
| 8:30am | 2:13pm | 5.72 | ADM > ADM - Customer Relations | |