

Daniel Potter

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
<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>	<b>0.00</b>
Sunday	10/17/2021									0.00
Monday	10/18/2021	8.03								8.03
Tuesday	10/19/2021	10.17								10.17
Wednesday	10/20/2021	9.13								9.13
Thursday	10/21/2021	6.07								6.07
Friday	10/22/2021	6.60		2.73						9.33
Saturday	10/23/2021									0.00
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>2.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.73</b>
Sunday	10/24/2021									0.00
Monday	10/25/2021	9.93								9.93
Tuesday	10/26/2021	9.35								9.35
Wednesday	10/27/2021	8.75								8.75
Thursday	10/28/2021	9.07								9.07
Friday	10/29/2021	2.90		5.22						8.12
Saturday	10/30/2021									0.00
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>5.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45.22</b>
<b>Total Pay Period</b>		<b>80.00</b>	<b>0.00</b>	<b>7.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>87.95</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:

# Daniel Potter

10/16/2021 to 10/31/2021

Regular **80.00** PTO **0.00** OT **7.95** DT **0.00** Total Hours **87.95**

Time in	Time out	Duration	
<b>October 18, 2021</b>			<b>8.03</b>
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:11am (MDT)	0.68	MTG > MTG - Staff Meeting
9:11am (MDT)	9:23am (MDT)	0.20	STRTS > STRTS - Peterson Pathway
9:23am (MDT)	4:02pm (MDT)	6.65	STRTS > STRTS - Heigho Project
<b>October 19, 2021</b>			<b>10.17</b>
8:19am (MDT)	12:20pm (MDT)	4.02	WTR > WTR - Booster Station & Well Logs
12:20pm (MDT)	6:29pm (MDT)	6.15	ADM > ADM - Customer Relations
<b>NOTES:</b> Cutting grass at old county shed			
<b>October 20, 2021</b>			<b>9.13</b>
8:08am (MDT)	9:18am (MDT)	1.17	WTR > WTR - Booster Station & Well Logs
9:18am (MDT)	12:40pm (MDT)	3.37	WTR > WTR - Meter Reading
12:40pm (MDT)	5:16pm (MDT)	4.60	WTR > Train - Water
<b>October 21, 2021</b>			<b>6.07</b>
7:42am (MDT)	1:46pm (MDT)	6.07	WTR > WTR - Booster Station & Well Logs
<b>October 22, 2021</b>			<b>9.33</b>
8:28am (MDT)	9:39am (MDT)	1.18	WTR > WTR - Booster Station & Well Logs
9:39am (MDT)	5:48pm (MDT)	8.15	STRTS > STRTS - Storm Drainage
<b>October 25, 2021</b>			<b>9.93</b>
8:30am (MDT)	8:49am (MDT)	0.32	MTG > MTG - Staff Meeting
8:49am (MDT)	4:28pm (MDT)	7.65	EQP > EQP - Loader Maintenance
6:30pm (MDT)	8:28pm (MDT)	1.97	MTG > MTG - Council Meeting
<b>October 26, 2021</b>			<b>9.35</b>
8:06am (MDT)	9:57am (MDT)	1.85	WTR > WTR - Booster Station & Well Logs
9:57am (MDT)	5:27pm (MDT)	7.50	EQP > EQP - Grader Maintenance
<b>October 27, 2021</b>			<b>8.75</b>
8:28am (MDT)	9:34am (MDT)	1.10	WTR > WTR - Booster Station & Well Logs
9:34am (MDT)	12:37pm (MDT)	3.05	EQP > EQP - Parts Run
12:37pm (MDT)	5:13pm (MDT)	4.60	EQP > EQP - Grader Maintenance
<b>October 28, 2021</b>			<b>9.07</b>
8:03am (MDT)	5:07pm (MDT)	9.07	EQP > EQP - MACK Dump Maintenance
<b>October 29, 2021</b>			<b>8.12</b>
8:13am (MDT)	4:20pm (MDT)	8.12	WTR > WTR - Booster Station & Well Logs