

Jessie Gerke

Pay Period

10/1/2021 to

10/15/2021

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									0.00	
Friday	10/1/2021	8.00							8.00	
Saturday	10/2/2021								0.00	
Total Week		8.00	0.00	0.00	0.00	0.00	0.00	0.00	8.00	
Sunday	10/3/2021								0.00	
Monday	10/4/2021								0.00	
Tuesday	10/5/2021	8.00							8.00	
Wednesday	10/6/2021	10.00							10.00	
Thursday	10/7/2021	8.00							8.00	
Friday	10/8/2021	8.00		1.00					9.00	
Saturday	10/9/2021								0.00	
Total Week		34.00	0.00	1.00	0.00	0.00	0.00	0.00	35.00	
Sunday	10/10/2021								0.00	
Monday	10/11/2021					8.00			8.00	
Tuesday	10/12/2021	10.00							10.00	
Wednesday	10/13/2021	8.00							8.00	
Thursday	10/14/2021	7.00							7.00	
Friday	10/15/2021	7.00							7.00	
Saturday									0.00	
Total Week		32.00	0.00	0.00	0.00	8.00	0.00	0.00	40.00	
Total Pay Period		74.00	0.00	1.00	0.00	8.00	0.00	0.00	83.00	

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:

Jessica Gerke

10/01/2021 to 10/15/2021

Regular	PTO	OT	DT	Total Hours
75.00	0.00	0.00	0.00	75.00

Time in	Time out	Duration		
October 1, 2021				8.00
8:00am (MDT)	9:00am (MDT)	1.00	SWR > SWR - Sewer Logs	
9:00am (MDT)	11:00am (MDT)	2.00	WTR > WTR - Service Call	
11:00am (MDT)	2:30pm (MDT)	3.50	PW > PW - City Shop > Shop	
2:30pm (MDT)	4:00pm (MDT)	1.50	EQP > EQP - Loader Maintenance	
October 5, 2021				8.00
8:00am (MDT)	8:40am (MDT)	0.67	SWR > SWR - Sewer Logs	
8:40am (MDT)	9:30am (MDT)	0.83	MTG > MTG - Staff Meeting	
9:30am (MDT)	2:30pm (MDT)	5.00	STRTS > STRTS - Peterson Pathway	
2:30pm (MDT)	4:00pm (MDT)	1.50	PW > PW - City Shop > Shop	
October 6, 2021				10.00
8:00am (MDT)	8:50am (MDT)	0.83	SWR > SWR - Sewer Logs	
8:50am (MDT)	10:00am (MDT)	1.17	WTR > WTR - Service Call	
10:00am (MDT)	4:00pm (MDT)	6.00	EQP > EQP - Loader Maintenance	
4:00pm (MDT)	6:00pm (MDT)	2.00	SWR > SWR - Land Application Project	
October 7, 2021				8.00
8:00am (MDT)	8:50am (MDT)	0.83	SWR > SWR - Sewer Logs	
8:50am (MDT)	10:30am (MDT)	1.67	WTR > WTR - Booster Station & Well Logs	
10:30am (MDT)	12:00pm (MDT)	1.50	PW > PW - City Shop > Shop	
12:00pm (MDT)	4:00pm (MDT)	4.00	EQP > EQP - Grader Maintenance	
October 8, 2021				8.00
8:00am (MDT)	8:40am (MDT)	0.67	SWR > SWR - Sewer Logs	
8:40am (MDT)	9:30am (MDT)	0.83	PW > PW - Office Time	
9:30am (MDT)	11:00am (MDT)	1.50	STRTS > STRTS - Grading / Blading	
11:00am (MDT)	1:00pm (MDT)	2.00	PW > PW - Office Time	
1:00pm (MDT)	4:00pm (MDT)	3.00	WTR > WTR - Service Call	
NOTES: Sewer and streets gravel				
October 12, 2021				10.00
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs	
8:30am (MDT)	9:30am (MDT)	1.00	MTG > MTG - Staff Meeting	
9:30am (MDT)	10:30am (MDT)	1.00	PW > PW - Office Time	
10:30am (MDT)	4:30pm (MDT)	6.00	STRTS > STRTS - Grading / Blading	
6:30pm (MDT)	8:00pm (MDT)	1.50	MTG > MTG - Council Meeting	
October 13, 2021				8.00
8:00am (MDT)	9:00am (MDT)	1.00	SWR > SWR - Sewer Logs	

9:00am (MDT)	10:30am (MDT)	1.50	SWR > SWR - System Maintenance
10:30am (MDT)	1:30pm (MDT)	3.00	STRTS > STRTS - Grading / Blading
1:30pm (MDT)	4:00pm (MDT)	2.50	EQP > EQP - Loader Maintenance
October 14, 2021			7.00
8:00am (MDT)	9:00am (MDT)	1.00	SWR > SWR - Sewer Logs
9:00am (MDT)	11:00am (MDT)	2.00	WTR > WTR - Service Call
11:00am (MDT)	1:30pm (MDT)	2.50	STRTS > STRTS - Grading / Blading
1:30pm (MDT)	3:00pm (MDT)	1.50	PW > PW - Office Time
October 15, 2021			8.00
8:00am (MDT)	9:00am (MDT)	1.00	SWR > SWR - Sewer Logs
9:00am (MDT)	10:30am (MDT)	1.50	PW > PW - Office Time
10:30am (MDT)	1:20pm (MDT)	2.83	STRTS > STRTS - Grading / Blading
1:20pm (MDT)	4:00pm (MDT)	2.67	EQP > EQP - Grader Maintenance