

Daniel Potter

Pay Period

12/1/2021 to

12/15/2021

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	12/16/2021	9.07							9.07	
Friday	12/17/2021	6.73							6.73	
Saturday	12/18/2021								0.00	
Total Week		15.80	0.00	0.00	0.00	0.00	0.00	0.00	15.80	
Sunday	12/19/2021								0.00	
Monday	12/20/2021	13.46							13.46	
Tuesday	12/21/2021								0.00	
Wednesday	12/22/2021	4.32							4.32	
Thursday	12/23/2021	5.90							5.90	
Friday	12/24/2021					8.00			8.00	
Saturday	12/25/2021								0.00	
Total Week		23.68	0.00	0.00	0.00	8.00	0.00	0.00	31.68	
Sunday	12/26/2021								0.00	
Monday	12/27/2021	9.02							9.02	
Tuesday	12/28/2021	10.30							10.30	
Wednesday	12/29/2021	7.03							7.03	
Thursday	12/30/2021	13.65		1.92					15.57	
Friday	12/31/2021					8.00			8.00	
Saturday									0.00	
Total Week		40.00	0.00	1.92	0.00	8.00	0.00	0.00	49.92	
Total Pay Period		79.48	0.00	1.92	0.00	16.00	0.00	0.00	97.40	

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

12/16/2021 to 12/31/2021

Regular	PTO	OT	DT	Total Hours
72.72	0.00	8.68	0.00	81.40

Time in	Time out	Duration	
December 16, 2021			9.07
7:18am (MST)	11:32am (MST)	4.23	EQP > EQP - Loader Maintenance
11:32am (MST)	4:22pm (MST)	4.83	WTR > WTR - Booster Station & Well Logs
December 17, 2021			6.73
1:00am (MST)	7:44am (MST)	6.73	STRTS > STRTS - Snow Removal
December 20, 2021			13.47
12:26am (MST)	1:54pm (MST)	13.47	STRTS > STRTS - Snow Removal
December 22, 2021			4.32
8:52am (MST)	11:01am (MST)	2.15	WTR > WTR - Booster Station & Well Logs
11:01am (MST)	12:45pm (MST)	1.73	EQP > EQP - Loader Maintenance
1:51pm (MST)	2:17pm (MST)	0.43	STRTS > STRTS - Snow Removal
December 23, 2021			5.90
8:41am (MST)	10:00am (MST)	1.32	WTR > WTR - Booster Station & Well Logs
10:00am (MST)	10:34am (MST)	0.57	MTG > MTG - Staff Meeting
10:34am (MST)	2:35pm (MST)	4.02	STRTS > STRTS - Storm Drainage
December 27, 2021			9.02
12:10am (MST)	8:29am (MST)	8.32	STRTS > STRTS - Snow Removal
8:29am (MST)	9:11am (MST)	0.70	MTG > MTG - Staff Meeting
December 28, 2021			10.30
8:17am (MST)	9:19am (MST)	1.03	WTR > WTR - Booster Station & Well Logs
9:19am (MST)	12:07pm (MST)	2.80	WTR > WTR - Leak Letters
12:07pm (MST)	3:19pm (MST)	3.20	WTR > WTR - Service Call
3:19pm (MST)	6:35pm (MST)	3.27	WTR > WTR- Fire Hydrants
December 29, 2021			7.03
8:21am (MST)	12:09pm (MST)	3.80	EQP > EQP - Loader Maintenance
12:09pm (MST)	3:23pm (MST)	3.23	IND > IND - Industrial Park Maintenance
December 30, 2021			15.57
12:11am (MST)	4:03am (MST)	3.87	STRTS > STRTS - Snow Removal
8:25am (MST)	8:07pm (MST)	11.70	WTR > WTR - Service Call