

Kyla Gardner

Pay Period

1/1/2022 to

1/15/2022

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										0.00
Saturday	1/1/2022									0.00
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	1/2/2022									0.00
Monday	1/3/2022	6.90								6.90
Tuesday	1/4/2022	6.40								6.40
Wednesday	1/5/2022	6.25								6.25
Thursday	1/6/2022	6.33								6.33
Friday	1/7/2022	4.30								4.30
Saturday	1/8/2022									0.00
Total Week		30.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	30.18
Sunday	1/9/2022									0.00
Monday	1/10/2022	9.40								9.40
Tuesday	1/11/2022	6.33								6.33
Wednesday	1/12/2022	6.33								6.33
Thursday	1/13/2022	6.78								6.78
Friday	1/14/2022	4.03								4.03
Saturday	1/15/2022									0.00
Total Week		32.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.87
Total Pay Period		63.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	63.05

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

01/01/2022 to 01/15/2022

Regular	PTO	OT	DT	Total Hours
63.05	0.00	0.00	0.00	63.05

Time in	Time out	Duration	
January 3, 2022			
8:36am	3:30pm	6.90	ADM > ADM - Customer Relations
January 4, 2022			
8:34am	2:58pm	6.40	ADM > ADM - Customer Relations
January 5, 2022			
8:51am	3:06pm	6.25	ADM > ADM - Customer Relations
January 6, 2022			
8:38am	2:58pm	6.33	ADM > ADM - Customer Relations
January 7, 2022			
8:44am	1:02pm	4.30	ADM > ADM - Customer Relations
January 10, 2022			
8:25am	9:43am	1.30	MTG > MTG - Staff Meeting
9:43am	3:11pm	5.47	ADM > ADM - Customer Relations
6:04pm	8:42pm	2.63	MTG > MTG - Council Meeting
January 11, 2022			
8:46am	3:05pm	6.32	ADM > ADM - Customer Relations
January 12, 2022			
8:39am	2:59pm	6.33	ADM > ADM - Customer Relations
January 13, 2022			
8:22am	3:09pm	6.78	ADM > ADM - Customer Relations
January 14, 2022			
8:42am	12:44pm	4.03	ADM > ADM - Customer Relations