

**Kyla Gardner**

**Pay Period**

**4/16/2023 to**

**4/30/2023**

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	4/16/2023									0.00
Monday	4/17/2023	7.68								7.68
Tuesday	4/18/2023	7.57								7.57
Wednesday	4/19/2023	7.60								7.60
Thursday	4/20/2023	7.55								7.55
Friday	4/21/2023									0.00
Saturday	4/22/2023									0.00
<b>Total Week</b>		<b>30.40</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>30.40</b>
Sunday	4/23/2023									0.00
Monday	4/24/2023	9.97								9.97
Tuesday	4/25/2023	7.65								7.65
Wednesday	4/26/2023	7.67								7.67
Thursday	4/27/2023	8.53								8.53
Friday	4/28/2023									0.00
Saturday	4/29/2023									0.00
<b>Total Week</b>		<b>33.82</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>33.82</b>
Sunday	4/30/2023									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										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>
<b>Total Pay Period</b>		<b>64.22</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>64.22</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:**

# Kyla Gardner

04/16/2023 to 04/30/2023

Regular	PTO	OT	DT	Total Hours
<b>64.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>64.22</b>

Time in	Time out	Duration	
<b>April 17, 2023</b>			<b>7.68</b>
7:51am	3:32pm	7.68	ADM > ADM - Customer Relations
<b>April 18, 2023</b>			<b>7.57</b>
7:54am	3:28pm	7.57	ADM > ADM - Customer Relations
<b>April 19, 2023</b>			<b>7.60</b>
7:55am	11:31am	3.60	ADM > ADM - Customer Relations
11:31am	1:25pm	1.90	MTG > MTG - Other Government
<b>NOTES:</b> Leadership Meeting			
1:25pm	3:31pm	2.10	ADM > ADM - Customer Relations
<b>April 20, 2023</b>			<b>7.55</b>
7:53am	3:26pm	7.55	ADM > ADM - Customer Relations
<b>April 24, 2023</b>			<b>9.97</b>
7:53am	8:26am	0.55	ADM > ADM - Customer Relations
8:27am	9:40am	1.22	MTG > MTG - Staff Meeting
9:40am	3:28pm	5.80	ADM > ADM - Customer Relations
5:55pm	8:19pm	2.40	MTG > MTG - Council Meeting
<b>April 25, 2023</b>			<b>7.65</b>
7:50am	3:29pm	7.65	ADM > ADM - Customer Relations
<b>April 26, 2023</b>			<b>7.67</b>
7:49am	3:29pm	7.67	ADM > ADM - Customer Relations
<b>April 27, 2023</b>			<b>8.53</b>
7:52am	4:24pm	8.53	ADM > ADM - Customer Relations