

Kyla Gardner

Pay Period

5/1/2023 to

5/15/2023

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										0.00
Monday	5/1/2023	7.57								7.57
Tuesday	5/2/2023	7.80								7.80
Wednesday	5/3/2023	8.13								8.13
Thursday	5/4/2023	7.52								7.52
Friday	5/5/2023									0.00
Saturday	5/6/2023									0.00
Total Week		31.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	31.02
Sunday	5/7/2023									0.00
Monday	5/8/2023	10.43								10.43
Tuesday	5/9/2023	7.70								7.70
Wednesday	5/10/2023	7.83								7.83
Thursday	5/11/2023	8.03								8.03
Friday	5/12/2023									0.00
Saturday	5/13/2023									0.00
Total Week		33.99	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.99
Sunday	5/14/2023									0.00
Monday	5/15/2023	7.82								7.82
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		7.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.82
Total Pay Period		72.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	72.83

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

05/01/2023 to 05/15/2023

Regular	PTO	OT	DT	Total Hours
72.83	0.00	0.00	0.00	72.83

Time in	Time out	Duration	
May 1, 2023			7.57
7:58am	3:32pm	7.57	ADM > ADM - Customer Relations
May 2, 2023			7.80
7:43am	3:31pm	7.80	ADM > ADM - Customer Relations
May 3, 2023			8.13
7:48am	3:56pm	8.13	ADM > ADM - Customer Relations
May 4, 2023			7.52
7:54am	11:54am	4.00	MTG > MTG - Other Governement
NOTES: Leadership Academy			
11:54am	3:25pm	3.52	ADM > ADM - Customer Relations
May 8, 2023			10.43
7:45am	3:36pm	7.85	ADM > ADM - Customer Relations
5:49pm	8:24pm	2.58	MTG > MTG - Council Meeting
May 9, 2023			7.70
7:53am	3:35pm	7.70	ADM > ADM - Customer Relations
May 10, 2023			7.83
7:48am	3:38pm	7.83	ADM > ADM - Customer Relations
May 11, 2023			8.03
7:44am	8:52am	1.13	MTG > MTG - Other Governement
NOTES: Chamber meeting			
8:52am	3:46pm	6.90	ADM > ADM - Customer Relations
May 15, 2023			7.82
7:41am	3:30pm	7.82	ADM > ADM - Customer Relations