

Kyla Gardner

Pay Period

2/16/2024 to

2/29/2024

| 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 | 2/16/2024 | 4.82 | | | | | 3.18 | | 8.00 | |
| Saturday | 2/17/2024 | | | | | | | | 0.00 | |
| Total Week | | 4.82 | 0.00 | 0.00 | 0.00 | 0.00 | 3.18 | 0.00 | 8.00 | |
| Sunday | 2/18/2024 | | | | | | | | 0.00 | |
| Monday | 2/19/2024 | | | | | 8.00 | | | 8.00 | |
| Tuesday | 2/20/2024 | 7.83 | | | | | | | 7.83 | |
| Wednesday | 2/21/2024 | 8.07 | | | | | | | 8.07 | |
| Thursday | 2/22/2024 | 8.28 | | | | | | | 8.28 | |
| Friday | 2/23/2024 | 2.98 | | | | | 4.50 | | 7.48 | |
| Saturday | 2/24/2024 | | | | | | | | 0.00 | |
| Total Week | | 27.16 | 0.00 | 0.00 | 0.00 | 8.00 | 4.50 | 0.00 | 39.66 | |
| Sunday | 2/25/2024 | | | | | | | | 0.00 | |
| Monday | 2/26/2024 | 9.46 | | | | | | | 9.46 | |
| Tuesday | 2/27/2024 | 8.15 | | | | | | | 8.15 | |
| Wednesday | 2/28/2024 | 7.65 | | | | | | | 7.65 | |
| Thursday | 2/29/2024 | 8.75 | | | | | | | 8.75 | |
| Friday | | | | | | | | | 0.00 | |
| Saturday | | | | | | | | | 0.00 | |
| Total Week | | 34.01 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 34.01 | |
| Total Pay Period | | 65.99 | 0.00 | 0.00 | 0.00 | 8.00 | 7.68 | 0.00 | 81.67 | |

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:

| Name | Clock in date | Name | Clock out date | Clock out time | Actual vs. s | Total paid h | Regular hot | Unpaid bre. | OT hours |
|-------------------------|------------------|--------------|------------------|----------------|--------------|--------------|-------------|-------------|----------|
| Kyla Gardner | February 16 2024 | Kyla Gardner | February 16 2024 | 1:00pm | 4.82 | 4.82 | 4.82 | 0 | |
| Kyla Gardner | February 20 2024 | Kyla Gardner | February 20 2024 | 3:35pm | 7.83 | 7.83 | 7.83 | 0 | |
| Kyla Gardner | February 21 2024 | 7:49am | February 21 2024 | 3:02pm | 7.22 | 7.22 | 7.22 | 0 | |
| Kyla Gardner | February 21 2024 | 3:53pm | February 21 2024 | 4:44pm | 0.85 | 0.85 | 0.85 | 0 | |
| Kyla Gardner | February 22 2024 | 7:41am | February 22 2024 | 3:58pm | 8.28 | 8.28 | 8.28 | 0 | |
| Kyla Gardner | February 23 2024 | 8:16am | February 23 2024 | 11:15am | 2.98 | 2.98 | 2.98 | 0 | |
| Kyla Gardner | February 26 2024 | 7:46am | February 26 2024 | 3:03pm | 7.28 | 7.28 | 7.28 | 0 | |
| Kyla Gardner | February 26 2024 | 5:56pm | February 26 2024 | 8:07pm | 2.18 | 2.18 | 2.18 | 0 | |
| Kyla Gardner | February 27 2024 | 7:49am | February 27 2024 | 3:58pm | 8.15 | 8.15 | 8.15 | 0 | |
| Kyla Gardner | February 28 2024 | 7:45am | February 28 2024 | 3:24pm | 7.65 | 7.65 | 7.65 | 0 | |
| Kyla Gardner | February 29 2024 | 7:46am | February 29 2024 | 4:31pm | 8.75 | 8.75 | 8.75 | 0 | |
| Totals for Kyla Gardner | | | | | 65.99 | 65.99 | 65.99 | 0 | |