

**Kyla Gardner**

**Pay Period**

**2/1/2024 to**

**2/15/2024**

| 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                | 2/1/2024  | 7.52         |             |                             |                       |  |              |             | 7.52         |       |
| Friday                  | 2/2/2024  |              |             |                             |                       |  | 8.00         |             | 8.00         |       |
| Saturday                | 2/3/2024  |              |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |           | <b>7.52</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>8.00</b>  | <b>0.00</b> | <b>15.52</b> |       |
| Sunday                  | 2/4/2024  |              |             |                             |                       |  |              |             | 0.00         |       |
| Monday                  | 2/5/2024  | 7.25         |             |                             |                       |  |              |             | 7.25         |       |
| Tuesday                 | 2/6/2024  | 8.17         |             |                             |                       |  |              |             | 8.17         |       |
| Wednesday               | 2/7/2024  | 7.30         |             |                             |                       |  |              |             | 7.30         |       |
| Thursday                | 2/8/2024  | 8.38         |             |                             |                       |  |              |             | 8.38         |       |
| Friday                  | 2/9/2024  | 4.48         |             |                             |                       |  | 3.00         |             | 7.48         |       |
| Saturday                | 2/10/2024 |              |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |           | <b>35.58</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>3.00</b>  | <b>0.00</b> | <b>38.58</b> |       |
| Sunday                  | 2/11/2024 |              |             |                             |                       |  |              |             | 0.00         |       |
| Monday                  | 2/12/2024 | 10.90        |             |                             |                       |  |              |             | 10.90        |       |
| Tuesday                 | 2/13/2024 | 7.43         |             |                             |                       |  |              |             | 7.43         |       |
| Wednesday               | 2/14/2024 | 7.64         |             |                             |                       |  |              |             | 7.64         |       |
| Thursday                | 2/15/2024 | 7.68         |             |                             |                       |  |              |             | 7.68         |       |
| Friday                  |           |              |             |                             |                       |  |              |             | 0.00         |       |
| Saturday                |           |              |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |           | <b>33.65</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>33.65</b> |       |
| <b>Total Pay Period</b> |           | <b>76.75</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>11.00</b> | <b>0.00</b> | <b>87.75</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:**

| Name                    | Clock in date    | Clock in time | Clock out date   | Clock out time | Scheduled | Actual vs. s | Total paid | Regular hours |
|-------------------------|------------------|---------------|------------------|----------------|-----------|--------------|------------|---------------|
| Kyla Gardn              | February 1 2024  | 7:55am        | February 1 2024  | 3:26pm         | 0         | 7.52         | 7.52       | 7.52          |
| Kyla Gardn              | February 5 2024  | 7:49am        | February 5 2024  | 3:04pm         | 0         | 7.25         | 7.25       | 7.25          |
| Kyla Gardn              | February 6 2024  | 7:45am        | February 6 2024  | 3:55pm         | 0         | 8.17         | 8.17       | 8.17          |
| Kyla Gardn              | February 7 2024  | 7:44am        | February 7 2024  | 3:02pm         | 0         | 7.3          | 7.3        | 7.3           |
| Kyla Gardn              | February 8 2024  | 7:49am        | February 8 2024  | 4:12pm         | 0         | 8.38         | 8.38       | 8.38          |
| Kyla Gardn              | February 9 2024  | 9:41am        | February 9 2024  | 1:34pm         | 0         | 3.88         | 3.88       | 3.88          |
| Kyla Gardn              | February 9 2024  | 1:42pm        | February 9 2024  | 2:18pm         | 0         | 0.6          | 0.6        | 0.6           |
| Kyla Gardn              | February 12 2024 | 7:47am        | February 12 2024 | 3:02pm         | 0         | 7.25         | 7.25       | 7.25          |
| Kyla Gardn              | February 12 2024 | 3:50pm        | February 12 2024 | 4:46pm         | 0         | 0.93         | 0.93       | 0.93          |
| Kyla Gardn              | February 12 2024 | 5:55pm        | February 12 2024 | 8:38pm         | 0         | 2.72         | 2.72       | 2.72          |
| Kyla Gardn              | February 13 2024 | 7:47am        | February 13 2024 | 3:13pm         | 0         | 7.43         | 7.43       | 7.43          |
| Kyla Gardn              | February 14 2024 | 7:50am        | February 14 2024 | 3:03pm         | 0         | 7.22         | 7.22       | 7.22          |
| Kyla Gardn              | February 14 2024 | 5:54pm        | February 14 2024 | 6:19pm         | 0         | 0.42         | 0.42       | 0.42          |
| Kyla Gardn              | February 15 2024 | 7:47am        | February 15 2024 | 3:28pm         | 0         | 7.68         | 7.68       | 7.68          |
| Totals for Kyla Gardner |                  |               |                  |                | 0         | 76.75        | 76.75      | 76.75         |