

Jessie Gerke

Pay Period

3/16/2021 to

3/31/2021

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	3/16/2021	9.20							9.20	
Wednesday	3/17/2021	8.18							8.18	
Thursday	3/18/2021	8.00							8.00	
Friday	3/19/2021	8.49							8.49	
Saturday	3/20/2021								0.00	
Total Week		33.87	0.00	0.00	0.00	0.00	0.00	0.00	33.87	
Sunday	3/21/2021								0.00	
Monday	3/22/2021	3.00						5.00	8.00	
Tuesday	3/23/2021							8.00	8.00	
Wednesday	3/24/2021							8.00	8.00	
Thursday	3/25/2021							8.00	8.00	
Friday	3/26/2021							8.00	8.00	
Saturday	3/27/2021								0.00	
Total Week		3.00	0.00	0.00	0.00	0.00	0.00	37.00	40.00	
Sunday	3/28/2021								0.00	
Monday	3/29/2021							8.00	8.00	
Tuesday	3/30/2021								0.00	
Wednesday	3/31/2021	8.46							8.46	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		8.46	0.00	0.00	0.00	0.00	0.00	8.00	16.46	
Total Pay Period		45.33	0.00	0.00	0.00	0.00	0.00	45.00	90.33	

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:

This time was not paid for in the previous cycle as it was over

Jessica Gerke

03/16/2021 to 03/31/2021

Regular	PTO	OT	DT	Total Hours
45.33	0.00	0.00	0.00	45.33

Time in	Time out	Duration	
March 16, 2021			9.20
8:22am	9:08am	0.77	SWR > SWR - Sewer Logs
9:08am	10:31am	1.38	SWR > SWR - System Maintenance
10:31am	12:15pm	1.73	SWR > SWR - Auger Room Maintenance
12:15pm	4:00pm	3.75	SWR > SWR - System Maintenance
NOTES: Manholes			
5:00pm	6:34pm	1.57	SWR > SWR - System Maintenance
NOTES: Auger room/manholes			
March 17, 2021			8.18
8:23am	8:59am	0.60	SWR > SWR - Sewer Logs
8:59am	10:46am	1.78	SWR > SWR - Sewer Testing
10:46am	12:08pm	1.37	STRTS > STRTS - Grading / Blading
12:08pm	12:57pm	0.82	SWR > SWR - Sewer Testing
12:57pm	3:38pm	2.68	STRTS > STRTS - Grading / Blading
3:38pm	4:34pm	0.93	PW > PW - City Shop
March 18, 2021			8.00
8:30am	9:29am	0.98	SWR > SWR - Sewer Logs
9:29am	10:42am	1.22	SWR > SWR - System Maintenance
10:42am	1:08pm	2.43	STRTS > STRTS - Grading / Blading
1:08pm	2:46pm	1.63	PW > PW - Office Time
2:46pm	4:30pm	1.73	STRTS > STRTS - Grading / Blading
March 19, 2021			8.48
8:16am	9:02am	0.77	SWR > SWR - Sewer Logs
9:02am	10:35am	1.55	SWR > SWR - System Maintenance
10:35am	11:54am	1.32	MTG > MTG - Staff Meeting
11:54am	3:00pm	3.10	WTR > WTR - Meter Reading

3:00pm	4:45pm	1.75	STRTS > STRTS - Storm Drainage
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March 22, 2021			3.00
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8:30am	9:28am	0.97	MTG > MTG - Staff Meeting
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9:28am	11:30am	2.03	SWR > SWR - Sewer Logs
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NOTES: Automatically clocked out after being on the clock for 7 days. You should really take a break :)
QuickBooks Time Support

March 31, 2021			8.47
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7:57am	8:40am	0.72	SWR > SWR - Sewer Logs
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8:40am	10:09am	1.48	SWR > SWR - System Maintenance
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10:09am	12:05pm	1.93	WTR > WTR - Booster Station & Well Logs
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12:05pm	12:57pm	0.87	SWR > SWR - Sewer Testing
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12:57pm	2:11pm	1.23	WTR > WTR - Service Call
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2:11pm	3:12pm	1.02	SWR > SWR - Sewer Testing
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3:12pm	4:25pm	1.22	EQP > EQP - Loader Maintenance
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