

Daniel Potter

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	5.27							5.27	
Wednesday	3/17/2021	6.83							6.83	
Thursday	3/18/2021	8.43							8.43	
Friday	3/19/2021	5.45							5.45	
Saturday	3/20/2021								0.00	
Total Week		25.98	0.00	0.00	0.00	0.00	0.00	0.00	25.98	
Sunday	3/21/2021								0.00	
Monday	3/22/2021	5.50							5.50	
Tuesday	3/23/2021	5.77							5.77	
Wednesday	3/24/2021	7.05							7.05	
Thursday	3/25/2021	6.03							6.03	
Friday	3/26/2021	4.27							4.27	
Saturday	3/27/2021								0.00	
Total Week		28.62	0.00	0.00	0.00	0.00	0.00	0.00	28.62	
Sunday	3/28/2021								0.00	
Monday	3/29/2021	9.92							9.92	
Tuesday	3/30/2021	9.56							9.56	
Wednesday	3/31/2021	8.82							8.82	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		28.30	0.00	0.00	0.00	0.00	0.00	0.00	28.30	
Total Pay Period		82.90	0.00	0.00	0.00	0.00	0.00	0.00	82.90	

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

Daniel Potter

03/16/2021 to 03/31/2021

Regular	PTO	OT	DT	Total Hours
82.90	0.00	0.00	0.00	82.90

Time in	Time out	Duration	
March 16, 2021			5.27
8:15am	12:00pm	3.75	SWR > SWR - Auger Room Maintenance
4:45pm	6:16pm	1.52	SWR > SWR - System Maintenance
March 17, 2021			6.83
8:40am	3:30pm	6.83	SWR > SWR - System Maintenance
March 18, 2021			8.43
8:10am	9:00am	0.83	SWR > SWR - Sewer Logs
9:00am	11:36am	2.60	WTR > WTR - Booster Station & Well Logs
11:36am	4:36pm	5.00	SWR > SWR - System Maintenance
March 19, 2021			5.45
8:00am	1:27pm	5.45	WTR > WTR - Meter Reading
March 22, 2021			5.50
8:30am	9:28am	0.97	SWR > SWR - Sewer Logs
9:28am	10:30am	1.03	WTR > WTR - Booster Station & Well Logs
10:30am	2:00pm	3.50	STRTS > STRTS - Storm Drainage
March 23, 2021			5.77
8:00am	1:46pm	5.77	SWR > SWR - System Maintenance
March 24, 2021			7.05
8:05am	3:08pm	7.05	WTR > WTR - Meter Reading
March 25, 2021			6.03
9:00am	3:02pm	6.03	WTR > WTR - Meter Reading
March 26, 2021			4.27
8:30am	12:46pm	4.27	SWR > SWR - Sewer Testing
March 29, 2021			9.92

8:30am	9:25am	0.92	MTG > MTG - Staff Meeting
9:25am	3:45pm	6.33	IND > IND - Industrial Park Maintenance
3:45pm	6:25pm	2.67	IND > IND - Industrial Park Maintenance
March 30, 2021			9.57
8:30am	10:16am	1.77	WTR > WTR - Booster Station & Well Logs
10:16am	10:16am	0.00	SWR > SWR - Sewer Logs
10:16am	6:04pm	7.80	SWR > SWR - Sewer Logs
March 31, 2021			8.82
8:31am	5:20pm	8.82	SWR > SWR - Sewer Logs