

Dana Kautz

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									0.00
Wednesday	3/17/2021									0.00
Thursday	3/18/2021	6.92								6.92
Friday	3/19/2021	2.71								2.71
Saturday	3/20/2021									0.00
Total Week		9.63	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9.63
Sunday	3/21/2021									0.00
Monday	3/22/2021									0.00
Tuesday	3/23/2021									0.00
Wednesday	3/24/2021									0.00
Thursday	3/25/2021									0.00
Friday	3/26/2021	2.00								2.00
Saturday	3/27/2021									0.00
Total Week		2.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00
Sunday	3/28/2021									0.00
Monday	3/29/2021	0.50								0.50
Tuesday	3/30/2021									0.00
Wednesday	3/31/2021									0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50
Total Pay Period		12.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.13

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

Dana Kautz

03/16/2021 to 03/31/2021

Regular	PTO	OT	DT	Total Hours
12.13	0.00	0.00	0.00	12.13

Time in	Time out	Duration	
March 18, 2021			
		6.92	6.92
9:00am	3:55pm	6.92	ADM > Train - City Hall
March 19, 2021			
		2.72	2.72
11:00am	1:43pm	2.72	ADM > Train - City Hall
March 26, 2021			
		2.00	2.00
10:15am	12:15pm	2.00	ADM > ADM - Customer Relations
March 29, 2021			
		0.50	0.50
8:30am	9:00am	0.50	ADM > ADM - Customer Relations