

Kyla Gardner

Pay Period

3/16/2021 to

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)		
Sunday								
Monday								
Tuesday	3/16/2021							
Wednesday	3/17/2021							
Thursday	3/18/2021							
Friday	3/19/2021							
Saturday	3/20/2021							
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	3/21/2021							
Monday	3/22/2021							
Tuesday	3/23/2021	7.00						
Wednesday	3/24/2021	6.60						
Thursday	3/25/2021	7.75						
Friday	3/26/2021	5.53						
Saturday	3/27/2021							
Total Week		26.88	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	3/28/2021							
Monday	3/29/2021	7.35						
Tuesday	3/30/2021	6.44						
Wednesday	3/31/2021	6.78						
Thursday								
Friday								
Saturday								
Total Week		20.57	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		47.45	0.00	0.00	0.00	0.00	0.00	0.00

I hereby certify the hours indicated above are true and correct and that I have not unauthorized overtime. I further certify and acknowledge the hours logged on the system (as attached) are true and correct to the best of my knowledge. (Notes on 1

Employee Signature: _____

Date:

Supervisor Signature: _____

Date:

Payperiod Notes:

This time was not paid for in the previous cycle

3/31/2021

VAC	Total
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
0.00	0.00
	0.00
	0.00
	7.00
	6.60
	7.75
	5.53
	0.00
0.00	26.88
	0.00
	7.35
	6.44
	6.78
	0.00
	0.00
	0.00
0.00	20.57
0.00	47.45

worked
: city's tracking
(T-Sheets)

as it was ov

Kyla Gardner

03/16/2021 to 03/31/2021

Regular	PTO	OT	DT	Total Hours
47.45	0.00	0.00	0.00	47.45

Time in	Time out	Duration	
March 23, 2021			7.00
		7.00	ADM > ADM - Customer Relations
March 24, 2021			6.60
8:55am (MDT)	3:31pm (MDT)	6.60	ADM > ADM - Customer Relations
March 25, 2021			7.75
8:41am (MDT)	3:13pm (MDT)	6.53	ADM > ADM - Customer Relations
6:23pm (MDT)	7:36pm (MDT)	1.22	MTG > MTG - Citizen Advisory Committee
March 26, 2021			5.53
8:52am (MDT)	2:24pm (MDT)	5.53	ADM > ADM - Customer Relations
March 29, 2021			7.35
8:27am (MDT)	3:48pm (MDT)	7.35	ADM > ADM - Customer Relations
March 30, 2021			6.43
8:51am (MDT)	3:17pm (MDT)	6.43	ADM > ADM - Customer Relations
March 31, 2021			6.78
8:54am (MDT)	3:41pm (MDT)	6.78	ADM > ADM - Customer Relations