

**Kyla Gardner**

**Pay Period**

**7/1/2023 to**

**7/15/2023**

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									0.00	
Friday									0.00	
Saturday	7/1/2023								0.00	
<b>Total Week</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>0.00</b>	<b>0.00</b>	
Sunday	7/2/2023								0.00	
Monday	7/3/2023	2.62					5.38		8.00	
Tuesday	7/4/2023					8.00			8.00	
Wednesday	7/5/2023	7.35							7.35	
Thursday	7/6/2023	7.56							7.56	
Friday	7/7/2023								0.00	
Saturday	7/8/2023								0.00	
<b>Total Week</b>		<b>17.53</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>5.38</b>	<b>30.91</b>	
Sunday	7/9/2023								0.00	
Monday	7/10/2023	10.42							10.42	
Tuesday	7/11/2023	7.70							7.70	
Wednesday	7/12/2023	7.45							7.45	
Thursday	7/13/2023	7.85							7.85	
Friday	7/14/2023	0.18							0.18	
Saturday	7/15/2023								0.00	
<b>Total Week</b>		<b>33.60</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>33.60</b>	
<b>Total Pay Period</b>		<b>51.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>5.38</b>	<b>64.51</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:**

# Kyla Gardner

07/01/2023 to 07/15/2023

Regular	PTO	OT	DT	Total Hours
<b>51.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>51.13</b>

Time in	Time out	Duration	
<b>July 3, 2023</b>			<b>2.62</b>
8:58am	11:35am	2.62	ADM > ADM - Customer Relations
<b>NOTES:</b> Payroll			
<b>July 5, 2023</b>			<b>7.35</b>
7:50am	3:11pm	7.35	ADM > ADM - Customer Relations
<b>July 6, 2023</b>			<b>7.57</b>
7:55am	3:29pm	7.57	ADM > ADM - Customer Relations
<b>July 10, 2023</b>			<b>10.42</b>
7:45am	8:26am	0.68	ADM > ADM - Customer Relations
8:26am	9:45am	1.32	MTG > MTG - Staff Meeting
<b>NOTES:</b> Staff/water project meeting			
9:45am	3:23pm	5.63	ADM > ADM - Customer Relations
5:48pm	8:35pm	2.78	MTG > MTG - Council Meeting
<b>July 11, 2023</b>			<b>7.70</b>
7:52am	3:34pm	7.70	ADM > ADM - Customer Relations
<b>July 12, 2023</b>			<b>7.45</b>
7:48am	3:15pm	7.45	ADM > ADM - Customer Relations
<b>July 13, 2023</b>			<b>7.85</b>
7:33am	9:56am	2.38	MTG > MTG - Other Governement
<b>NOTES:</b> Chamber meeting			
9:56am	3:24pm	5.47	ADM > ADM - Customer Relations
<b>July 14, 2023</b>			<b>0.18</b>
8:38am	8:49am	0.18	ADM > ADM - Customer Relations