

**Kyla Gardner**

**Pay Period**

**7/16/2023 to**

**7/31/2023**

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	7/16/2023	2.13							2.13	
Monday	7/17/2023						8.00		8.00	
Tuesday	7/18/2023	7.48							7.48	
Wednesday	7/19/2023	7.70							7.70	
Thursday	7/20/2023	7.90							7.90	
Friday	7/21/2023								0.00	
Saturday	7/22/2023								0.00	
<b>Total Week</b>		<b>25.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>33.21</b>	
Sunday	7/23/2023								0.00	
Monday	7/24/2023	10.07							10.07	
Tuesday	7/25/2023	7.45							7.45	
Wednesday	7/26/2023	7.63							7.63	
Thursday	7/27/2023	7.82							7.82	
Friday	7/28/2023								0.00	
Saturday	7/29/2023								0.00	
<b>Total Week</b>		<b>32.97</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>32.97</b>	
Sunday	7/30/2023								0.00	
Monday	7/31/2023	7.95							7.95	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>7.95</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>7.95</b>	
<b>Total Pay Period</b>		<b>66.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>74.13</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

07/16/2023 to 07/31/2023

Regular	PTO	OT	DT	Total Hours
<b>66.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66.13</b>

Time in	Time out	Duration	
<b>July 16, 2023</b>			<b>2.13</b>
9:27am	11:35am	2.13	ADM > ADM - Customer Relations
<b>NOTES:</b> Payroll			
<b>July 18, 2023</b>			<b>7.48</b>
7:48am	8:40am	0.87	ADM > ADM - Customer Relations
8:40am	1:25pm	4.75	MTG > MTG - Other Government
<b>NOTES:</b> Payette River Scenic Byway Meeting- Tamarack			
1:25pm	3:17pm	1.87	ADM > ADM - Customer Relations
<b>July 19, 2023</b>			<b>7.70</b>
7:47am	10:46am	2.98	ADM > ADM - Customer Relations
10:46am	12:53pm	2.12	MTG > MTG - Other Government
<b>NOTES:</b> Transit Meeting- McCall			
12:53pm	3:29pm	2.60	ADM > ADM - Customer Relations
<b>July 20, 2023</b>			<b>7.90</b>
7:52am	3:46pm	7.90	ADM > ADM - Customer Relations
<b>July 24, 2023</b>			<b>10.07</b>
7:47am	3:10pm	7.38	ADM > ADM - Customer Relations
5:52pm	8:33pm	2.68	MTG > MTG - Council Meeting
<b>July 25, 2023</b>			<b>7.45</b>
7:50am	3:17pm	7.45	ADM > ADM - Customer Relations
<b>July 26, 2023</b>			<b>7.63</b>
7:53am	3:31pm	7.63	ADM > ADM - Customer Relations
<b>July 27, 2023</b>			<b>7.82</b>
7:46am	3:35pm	7.82	ADM > ADM - Customer Relations
<b>July 31, 2023</b>			<b>7.95</b>
7:45am	3:42pm	7.95	ADM > ADM - Customer Relations