

Daniel Potter

Pay Period

6/16/2021 to

6/30/2021

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									0.00	
Wednesday	6/16/2021	8.37							8.37	
Thursday	6/17/2021	5.38							5.38	
Friday	6/18/2021	4.73							4.73	
Saturday	6/19/2021	8.28							8.28	
Total Week		26.76	0.00	0.00	0.00	0.00	0.00	0.00	26.76	
Sunday	6/20/2021								0.00	
Monday	6/21/2021	9.48							9.48	
Tuesday	6/22/2021								0.00	
Wednesday	6/23/2021	8.60							8.60	
Thursday	6/24/2021	6.17							6.17	
Friday	6/25/2021	8.07							8.07	
Saturday	6/26/2021								0.00	
Total Week		32.32	0.00	0.00	0.00	0.00	0.00	0.00	32.32	
Sunday	6/27/2021								0.00	
Monday	6/28/2021	11.15							11.15	
Tuesday	6/29/2021	5.37							5.37	
Wednesday	6/30/2021	7.63							7.63	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		24.15	0.00	0.00	0.00	0.00	0.00	0.00	24.15	
Total Pay Period		83.23	0.00	0.00	0.00	0.00	0.00	0.00	83.23	

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:

Daniel Potter

06/16/2021 to 06/30/2021

Regular	PTO	OT	DT	Total Hours
79.20	0.00	4.03	0.00	83.23

Time in	Time out	Duration	
June 16, 2021			8.37
7:30am (MDT)	1:27pm (MDT)	5.95	STRTS > STRTS - Dust Abatement
2:32pm (MDT)	4:57pm (MDT)	2.42	STRTS > STRTS - Dust Abatement
June 17, 2021			5.38
9:15am (MDT)	12:40pm (MDT)	3.42	PARK > PARK - Maintenance
1:40pm (MDT)	3:38pm (MDT)	1.97	PARK > PARK - Maintenance
3:56pm (MDT)	4:11pm (MDT)	0.25	Other
June 18, 2021			4.73
7:10am (MDT)	8:09am (MDT)	0.98	WTR > WTR - Booster Pump Maintenance
8:09am (MDT)	8:10am (MDT)	0.02	WTR > WTR - Well #3 Maintenance
8:10am (MDT)	11:54am (MDT)	3.73	WTR > WTR - Well #3 Maintenance
June 19, 2021			8.28
8:45am (MDT)	5:02pm (MDT)	8.28	STRTS > STRTS - Road Hazard
NOTES: City clean up			
June 21, 2021			9.48
8:30am (MDT)	8:52am (MDT)	0.37	MTG > MTG - Staff Meeting
8:52am (MDT)	10:15am (MDT)	1.38	WTR > WTR - Well #4 Maintenance
10:15am (MDT)	11:49am (MDT)	1.57	PARK > PARK - Mowing / Trimming
11:49am (MDT)	1:29pm (MDT)	1.67	PARK > PARK - Restroom
1:29pm (MDT)	3:56pm (MDT)	2.45	PARK > PARK - Restroom
3:56pm (MDT)	5:59pm (MDT)	2.05	STRTS > STRTS - Sign Maintenance / Replacement
June 23, 2021			8.60
8:00am (MDT)	12:08pm (MDT)	4.13	WTR > WTR - Booster Station & Well Logs
1:02pm (MDT)	5:30pm (MDT)	4.47	STRTS > STRTS - Peterson Pathway
June 24, 2021			6.17
9:00am (MDT)	3:10pm (MDT)	6.17	STRTS > STRTS - Pot Hole Repair
June 25, 2021			8.07
8:45am (MDT)	12:30pm (MDT)	3.75	PARK > PARK - Irrigation
1:20pm (MDT)	5:39pm (MDT)	4.32	WTR > WTR- Fire Hydrants
June 28, 2021			11.15
7:35am (MDT)	8:34am (MDT)	0.98	WTR > WTR - Booster Station & Well Logs
8:34am (MDT)	8:41am (MDT)	0.12	MTG > MTG - Staff Meeting
8:41am (MDT)	9:40am (MDT)	0.98	WTR > WTR- Fire Hydrants
9:40am (MDT)	11:22am (MDT)	1.70	PARK > PARK - Mowing / Trimming
11:59am (MDT)	2:22pm (MDT)	2.38	WTR > WTR - Leak Letters

2:22pm (MDT)	2:46pm (MDT)	0.40	PARK > PARK - Irrigation
2:46pm (MDT)	6:27pm (MDT)	3.68	WTR > WTR- Fire Hydrants
6:27pm (MDT)	7:21pm (MDT)	0.90	MTG > MTG - Council Meeting

June 29, 2021			5.37
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9:00am (MDT)	9:45am (MDT)	0.75	PARK > PARK - Irrigation
9:45am (MDT)	10:36am (MDT)	0.85	PARK > PARK - Restroom
10:36am (MDT)	2:22pm (MDT)	3.77	STRTS > STRTS - Peterson Pathway

June 30, 2021			7.63
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8:00am (MDT)	9:16am (MDT)	1.27	PARK > PARK - Irrigation
9:16am (MDT)	3:38pm (MDT)	6.37	STRTS > STRTS - Street Sweeping