

Dana Kautz

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	9.15								9.15
Thursday	6/17/2021	8.67								8.67
Friday	6/18/2021	6.48								6.48
Saturday	6/19/2021									0.00
Total Week		24.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24.30
Sunday	6/20/2021									0.00
Monday	6/21/2021	5.17								5.17
Tuesday	6/22/2021	5.98								5.98
Wednesday	6/23/2021	6.12								6.12
Thursday	6/24/2021									0.00
Friday	6/25/2021									0.00
Saturday	6/26/2021									0.00
Total Week		17.27	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17.27
Sunday	6/27/2021									0.00
Monday	6/28/2021	6.35								6.35
Tuesday	6/29/2021	4.96								4.96
Wednesday	6/30/2021									0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		11.31	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11.31
Total Pay Period		52.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	52.88

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:

Dana Kautz

06/16/2021 to 06/30/2021

Regular	PTO	OT	DT	Total Hours
52.88	0.00	0.00	0.00	52.88

Time in	Time out	Duration		
June 16, 2021				9.15
7:20am (MDT)	10:30am (MDT)	3.17	ADM > Train - Travel for Training	
10:31am (MDT)	4:30pm (MDT)	5.98	ADM > Train - City Hall	
June 17, 2021				8.67
7:20am (MDT)	11:00am (MDT)	3.67	ADM > Train - City Hall	
12:00pm (MDT)	5:00pm (MDT)	5.00	ADM > Train - City Hall	
June 18, 2021				6.48
8:00am (MDT)	12:00pm (MDT)	4.00	ADM > Train - City Hall	
12:01pm (MDT)	2:30pm (MDT)	2.48	ADM > Train - Travel for Training	
June 21, 2021				5.17
9:30am (MDT)	2:40pm (MDT)	5.17	ADM > ADM - Customer Relations	
June 22, 2021				5.98
9:01am (MDT)	3:00pm (MDT)	5.98	ADM > ADM - Customer Relations	
June 23, 2021				6.12
8:45am (MDT)	2:52pm (MDT)	6.12	ADM > ADM - Customer Relations	
June 28, 2021				6.35
8:30am (MDT)	9:01am (MDT)	0.52	MTG > MTG - Staff Meeting	
9:01am (MDT)	2:51pm (MDT)	5.83	ADM > ADM - Customer Relations	
June 29, 2021				4.97
8:59am (MDT)	1:57pm (MDT)	4.97	ADM > ADM - Customer Relations	