

Kyla Gardner

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	9.23							9.23	
Thursday	6/17/2021	5.50							5.50	
Friday	6/18/2021	6.48							6.48	
Saturday	6/19/2021								0.00	
Total Week		21.21	0.00	0.00	0.00	0.00	0.00	0.00	21.21	
Sunday	6/20/2021								0.00	
Monday	6/21/2021	7.23							7.23	
Tuesday	6/22/2021	8.53							8.53	
Wednesday	6/23/2021	6.67							6.67	
Thursday	6/24/2021	2.45							2.45	
Friday	6/25/2021	6.15							6.15	
Saturday	6/26/2021								0.00	
Total Week		31.03	0.00	0.00	0.00	0.00	0.00	0.00	31.03	
Sunday	6/27/2021								0.00	
Monday	6/28/2021	8.07							8.07	
Tuesday	6/29/2021	6.71							6.71	
Wednesday	6/30/2021	6.68							6.68	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		21.46	0.00	0.00	0.00	0.00	0.00	0.00	21.46	
Total Pay Period		73.70	0.00	0.00	0.00	0.00	0.00	0.00	73.70	

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

06/16/2021 to 06/30/2021

Regular	PTO	OT	DT	Total Hours
73.70	0.00	0.00	0.00	73.70

Time in	Time out	Duration	
June 16, 2021			
			9.23
7:15am	10:30am	3.25	ADM › Train - Travel for Training
10:31am	4:30pm	5.98	ADM › Train - City Hall
June 17, 2021			
			5.50
7:30am	11:00am	3.50	ADM › Train - City Hall
3:00pm	5:00pm	2.00	ADM › Train - City Hall
June 18, 2021			
			6.48
8:00am	12:00pm	4.00	ADM › Train - City Hall
12:01pm	2:30pm	2.48	ADM › Train - Travel for Training
June 21, 2021			
			7.23
8:17am	9:08am	0.85	MTG › MTG - Staff Meeting
9:08am	3:31pm	6.38	ADM › ADM - Customer Relations
June 22, 2021			
			8.53
8:26am	3:28pm	7.03	MTG › MTG - Staff Meeting
6:04pm	7:34pm	1.50	MTG › MTG - Citizen Advisory Committee
June 23, 2021			
			6.67
8:30am	3:10pm	6.67	ADM › ADM - Customer Relations
June 24, 2021			
			2.45
8:37am	11:04am	2.45	ADM › ADM - Customer Relations
June 25, 2021			
			6.15
8:33am	2:42pm	6.15	ADM › ADM - Customer Relations
June 28, 2021			
			8.07
8:25am	9:25am	1.00	MTG › MTG - Staff Meeting
9:25am	3:10pm	5.75	ADM › ADM - Customer Relations
6:10pm	7:29pm	1.32	MTG › MTG - Council Meeting
June 29, 2021			
			6.70
8:26am	3:08pm	6.70	ADM › ADM - Customer Relations
June 30, 2021			
			6.68
8:23am	3:04pm	6.68	ADM › ADM - Customer Relations