

Hunter Brown

Pay Period

4/1/2023 to

4/15/2023

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	4/1/2023								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	4/2/2023								0.00	
Monday	4/3/2023	7.75							7.75	
Tuesday	4/4/2023	8.08							8.08	
Wednesday	4/5/2023	8.00							8.00	
Thursday	4/6/2023	8.00							8.00	
Friday	4/7/2023								0.00	
Saturday	4/8/2023								0.00	
<b>Total Week</b>		<b>31.83</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>31.83</b>	
Sunday	4/9/2023								0.00	
Monday	4/10/2023	2.00							2.00	
Tuesday	4/11/2023	8.90							8.90	
Wednesday	4/12/2023	8.00							8.00	
Thursday	4/13/2023	8.00							8.00	
Friday	4/14/2023	8.00							8.00	
Saturday	4/15/2023								0.00	
<b>Total Week</b>		<b>34.90</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>34.90</b>	
<b>Total Pay Period</b>		<b>66.73</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>66.73</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:

# Hunter Brown

04/01/2023 to 04/15/2023

Regular	PTO	OT	DT	Total Hours
<b>66.73</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66.73</b>

Time in	Time out	Duration	
<b>April 3, 2023</b>			<b>7.75</b>
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	8:45am (MDT)	0.25	MTG > MTG - Staff Meeting
8:45am (MDT)	11:05am (MDT)	2.33	MTG > MTG - Other Governement
<b>NOTES:</b> construction mtg.			
11:05am (MDT)	1:20pm (MDT)	2.25	WTR > WTR - Service Call
<b>NOTES:</b> 309 south Norris Ave: Data log			
2:00pm (MDT)	3:00pm (MDT)	1.00	WTR > WTR- Fire Hydrants
<b>NOTES:</b> check struck hydrant Wiley/Norris			
3:00pm (MDT)	3:23pm (MDT)	0.38	SWR > Train - Sewer
<b>NOTES:</b> Finish 8h composite.			
3:23pm (MDT)	4:25pm (MDT)	1.03	SWR > Train - Sewer
<b>NOTES:</b> study Operator basics training series.			
<b>April 4, 2023</b>			<b>8.08</b>
8:00am (MDT)	9:08am (MDT)	1.13	WTR > WTR - Booster Station & Well Logs
<b>NOTES:</b> Thaw locks and replace broken gate key.			
9:08am (MDT)	11:27am (MDT)	2.32	WTR > WTR-WELL PROJECT
<b>NOTES:</b> well 5 snow removal for construction.			
11:27am (MDT)	4:05pm (MDT)	4.63	SWR > Train - Sewer
<b>NOTES:</b> study Operator basics training series while awaiting parts from NAPA.			
<b>April 5, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	12:00pm (MDT)	3.50	EQP > EQP - S10 Truck Maintenance
<b>NOTES:</b> replace combination switch.			
12:00pm (MDT)	12:30pm (MDT)	0.50	WTR > WTR - Service Call
<b>NOTES:</b> Wiley trailer park: temporarily turn off water for plumber.			
12:30pm (MDT)	1:34pm (MDT)	1.07	WTR > WTR - Service Call
<b>NOTES:</b> Post project cleanup			
1:34pm (MDT)	2:15pm (MDT)	0.68	EQP > EQP - Backhoe Maintenance
<b>NOTES:</b> Power wash.			
2:15pm (MDT)	3:17pm (MDT)	1.03	SWR > Train - Sewer
<b>NOTES:</b> Study Operator basics training series.			
3:17pm (MDT)	4:00pm (MDT)	0.72	WTR > WTR - Service Call
<b>April 6, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:22am (MDT)	0.87	PW > PW - City Shop > Shop
<b>NOTES:</b> prep shop for upcoming equipment maintenance.			
9:22am (MDT)	10:00am (MDT)	0.63	PW > PW - City Shop > Shop
<b>NOTES:</b> dump run.			

10:00am (MDT)	10:57am (MDT)	0.95	WTR > WTR - Service Call
<b>NOTES:</b> 312 Cunningham: replace meter register			
10:57am (MDT)	11:42am (MDT)	0.75	WTR > WTR - Service Call
<b>NOTES:</b> 217 D S Miller: replace antenna.			
11:42am (MDT)	4:00pm (MDT)	4.30	EQP > EQP - Loader Maintenance
<b>NOTES:</b> remove chains, install shrouds, and inspect.			
<b>April 10, 2023</b>			<b>2.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting
9:00am (MDT)	10:00am (MDT)	1.00	MTG > MTG - Other Government
<b>April 11, 2023</b>			<b>8.90</b>
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	1:30pm (MDT)	5.00	STRTS > STRTS - Storm Drainage
<b>NOTES:</b> resolve flooding on Cedric.			
1:30pm (MDT)	4:54pm (MDT)	3.40	EQP > EQP - Grader Maintenance
<b>NOTES:</b> Create and format maintenance checklist.			
<b>April 12, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	11:07am (MDT)	2.62	EQP > EQP - Loader Maintenance
<b>NOTES:</b> create and format a preventative maintenance checklist.			
11:07am (MDT)	4:00pm (MDT)	4.88	EQP > EQP - Jetter Maintenance
<b>April 13, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:14am (MDT)	0.73	EQP > EQP - VOLVO Dump Maintenance
<b>NOTES:</b> remove plow and chains.			
9:14am (MDT)	4:00pm (MDT)	6.77	SWR > SWR - System Maintenance
<b>NOTES:</b> open and inspect manholes for inflow infiltration.			
<b>April 14, 2023</b>			<b>8.00</b>
8:00am (MDT)	8:30am (MDT)	0.50	SWR > SWR - Sewer Logs
8:30am (MDT)	11:05am (MDT)	2.58	PW > PW - City Shop > Shop
<b>NOTES:</b> uninstall, sharpen, and reinstall Mower blades.			
11:05am (MDT)	1:00pm (MDT)	1.92	SWR > SWR - System Maintenance
<b>NOTES:</b> open and inspect manholes for inflow infiltration.			
1:00pm (MDT)	4:00pm (MDT)	3.00	EQP > EQP - Loader Maintenance
<b>NOTES:</b> Assess transmission oil leak. Have Jessie order more JD-HYD transmission oil + NAPA-400186 Oil Filter.			