

Kyla Gardner

Pay Period

3/16/2023 to

3/31/2023

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									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	3/16/2023	7.60							7.60	
Friday	3/17/2023								0.00	
Saturday	3/18/2023								0.00	
Total Week		7.60	0.00	0.00	0.00	0.00	0.00	0.00	7.60	
Sunday	3/19/2023								0.00	
Monday	3/20/2023	7.15							7.15	
Tuesday	3/21/2023	7.15							7.15	
Wednesday	3/22/2023	7.23							7.23	
Thursday	3/23/2023	7.18							7.18	
Friday	3/24/2023								0.00	
Saturday	3/25/2023								0.00	
Total Week		28.71	0.00	0.00	0.00	0.00	0.00	0.00	28.71	
Sunday	3/26/2023								0.00	
Monday	3/27/2023	9.67							9.67	
Tuesday	3/28/2023	7.55							7.55	
Wednesday	3/29/2023	7.67							7.67	
Thursday	3/30/2023	7.50							7.50	
Friday	3/31/2023								0.00	
Saturday									0.00	
Total Week		32.39	0.00	0.00	0.00	0.00	0.00	0.00	32.39	
Total Pay Period		68.70	0.00	0.00	0.00	0.00	0.00	0.00	68.70	

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

03/16/2023 to 03/31/2023

Regular	PTO	OT	DT	Total Hours
68.70	0.00	0.00	0.00	68.70

Time in	Time out	Duration		
March 16, 2023				7.60
7:53am	3:29pm	7.60	ADM > ADM - Customer Relations	
March 20, 2023				7.15
8:01am	3:10pm	7.15	ADM > ADM - Customer Relations	
March 21, 2023				7.15
7:59am	3:08pm	7.15	ADM > ADM - Customer Relations	
March 22, 2023				7.23
7:52am	3:06pm	7.23	ADM > ADM - Customer Relations	
March 23, 2023				7.18
7:56am	3:07pm	7.18	ADM > ADM - Customer Relations	
March 27, 2023				9.67
7:49am	8:30am	0.68	ADM > ADM - Customer Relations	
8:30am	9:04am	0.57	MTG > MTG - Staff Meeting	
9:04am	3:25pm	6.35	ADM > ADM - Customer Relations	
5:56pm	8:00pm	2.07	MTG > MTG - Council Meeting	
March 28, 2023				7.55
7:54am	3:27pm	7.55	ADM > ADM - Customer Relations	
March 29, 2023				7.67
7:48am	3:28pm	7.67	ADM > ADM - Customer Relations	
March 30, 2023				7.50
7:52am	3:22pm	7.50	ADM > ADM - Customer Relations	