

Kyla Gardner

Pay Period

12/16/2022 to

12/31/2022

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	12/16/2022	3.13							3.13	
Saturday	12/17/2022								0.00	
Total Week		3.13	0.00	0.00	0.00	0.00	0.00	0.00	3.13	
Sunday	12/18/2022								0.00	
Monday	12/19/2022	7.42							7.42	
Tuesday	12/20/2022	7.67							7.67	
Wednesday	12/21/2022	7.72							7.72	
Thursday	12/22/2022	7.52							7.52	
Friday	12/23/2022								0.00	
Saturday	12/24/2022								0.00	
Total Week		30.33	0.00	0.00	0.00	0.00	0.00	0.00	30.33	
Sunday	12/25/2022								0.00	
Monday	12/26/2022					8.00			8.00	
Tuesday	12/27/2022	7.17							7.17	
Wednesday	12/28/2022	7.28							7.28	
Thursday	12/29/2022	7.21							7.21	
Friday	12/30/2022								0.00	
Saturday	12/31/2022								0.00	
Total Week		21.66	0.00	0.00	0.00	8.00	0.00	0.00	29.66	
Total Pay Period		55.12	0.00	0.00	0.00	8.00	0.00	0.00	63.12	

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

12/16/2022 to 12/31/2022

Regular	PTO	OT	DT	Total Hours
55.12	0.00	0.00	0.00	55.12

Time in	Time out	Duration	
December 16, 2022			
9:36am	12:44pm	3.13	ADM > ADM - Customer Relations
NOTES: Payroll			
December 19, 2022			
7:55am	8:31am	0.60	ADM > ADM - Customer Relations
8:31am	9:25am	0.90	MTG > MTG - Staff Meeting
9:25am	3:20pm	5.92	ADM > ADM - Customer Relations
December 20, 2022			
7:58am	3:38pm	7.67	ADM > ADM - Customer Relations
December 21, 2022			
8:00am	3:43pm	7.72	ADM > ADM - Customer Relations
December 22, 2022			
7:54am	3:25pm	7.52	ADM > ADM - Customer Relations
December 27, 2022			
7:58am	3:08pm	7.17	ADM > ADM - Customer Relations
December 28, 2022			
7:59am	3:16pm	7.28	ADM > ADM - Customer Relations
December 29, 2022			
7:58am	3:11pm	7.22	ADM > ADM - Customer Relations