

Kyla Gardner

Pay Period

1/1/2023 to

1/15/2023

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	1/1/2023									0.00
Monday	1/2/2023						8.00			8.00
Tuesday	1/3/2023	7.52								7.52
Wednesday	1/4/2023	7.55								7.55
Thursday	1/5/2023	7.93								7.93
Friday	1/6/2023	3.78								3.78
Saturday	1/7/2023									0.00
Total Week		26.78	0.00	0.00	0.00	0.00	8.00	0.00	0.00	34.78
Sunday	1/8/2023									0.00
Monday	1/9/2023	10.00								10.00
Tuesday	1/10/2023	7.55								7.55
Wednesday	1/11/2023	7.15								7.15
Thursday	1/12/2023	7.34								7.34
Friday	1/13/2023									0.00
Saturday	1/14/2023									0.00
Total Week		32.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.04
Sunday	1/15/2023									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		58.82	0.00	0.00	0.00	0.00	8.00	0.00	0.00	66.82

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

01/01/2023 to 01/15/2023

Regular	PTO	OT	DT	Total Hours
58.82	0.00	0.00	0.00	58.82

Time in	Time out	Duration		
January 3, 2023				7.52
7:56am	8:29am	0.55	ADM > ADM - Customer Relations	
8:29am	9:13am	0.73	MTG > MTG - Staff Meeting	
9:13am	3:27pm	6.23	ADM > ADM - Customer Relations	
January 4, 2023				7.55
7:57am	3:30pm	7.55	ADM > ADM - Customer Relations	
January 5, 2023				7.93
7:58am	3:54pm	7.93	MTG > MTG - Other Government	
NOTES: Leadership Academy				
January 6, 2023				3.78
7:59am	11:46am	3.78	ADM > ADM - Customer Relations	
January 9, 2023				10.00
7:45am	3:31pm	7.77	ADM > ADM - Customer Relations	
5:41pm	7:55pm	2.23	MTG > MTG - Council Meeting	
January 10, 2023				7.55
7:56am	3:29pm	7.55	ADM > ADM - Customer Relations	
January 11, 2023				7.15
7:58am	3:07pm	7.15	ADM > ADM - Customer Relations	
January 12, 2023				7.33
7:43am	3:03pm	7.33	ADM > ADM - Customer Relations	