

Dana Kautz

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								0.00	
Tuesday	1/3/2023	3.00							3.00	
Wednesday	1/4/2023								0.00	
Thursday	1/5/2023	2.98							2.98	
Friday	1/6/2023	6.97							6.97	
Saturday	1/7/2023								0.00	
<b>Total Week</b>		<b>12.95</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>12.95</b>	
Sunday	1/8/2023								0.00	
Monday	1/9/2023	3.33							3.33	
Tuesday	1/10/2023	2.95							2.95	
Wednesday	1/11/2023								0.00	
Thursday	1/12/2023	2.82							2.82	
Friday	1/13/2023								0.00	
Saturday	1/14/2023	4.97							4.97	
<b>Total Week</b>		<b>14.07</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>14.07</b>	
Sunday	1/15/2023								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									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>	
<b>Total Pay Period</b>		<b>27.02</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>27.02</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:

# Dana Kautz

01/01/2023 to 01/15/2023

Regular	PTO	OT	DT	Total Hours
<b>27.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27.02</b>

Time in	Time out	Duration	
<b>January 3, 2023</b>			<b>3.00</b>
12:35pm (MST)	3:35pm (MST)	3.00	ADM > ADM - Customer Relations
<b>January 5, 2023</b>			<b>2.98</b>
12:34pm (MST)	3:33pm (MST)	2.98	ADM > ADM - Customer Relations
<b>January 6, 2023</b>			<b>6.97</b>
8:35am (MST)	3:33pm (MST)	6.97	ADM > ADM - Customer Relations
<b>January 9, 2023</b>			<b>3.33</b>
12:34pm (MST)	3:29pm (MST)	2.92	ADM > ADM - Customer Relations
7:11pm (MST)	7:36pm (MST)	0.42	Shift Total
<b>January 10, 2023</b>			<b>2.95</b>
12:34pm (MST)	3:31pm (MST)	2.95	ADM > ADM - Customer Relations
<b>January 12, 2023</b>			<b>2.82</b>
12:34pm (MST)	3:23pm (MST)	2.82	ADM > ADM - Customer Relations
<b>January 14, 2023</b>			<b>4.97</b>
9:30am (MST)	2:28pm (MST)	4.97	ADM > ADM - Customer Relations