

Jessica Gerke

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	0.82					8.00			8.82
Tuesday	1/3/2023	4.23								4.23
Wednesday	1/4/2023	0.30								0.30
Thursday	1/5/2023	0.17								0.17
Friday	1/6/2023	1.50								1.50
Saturday	1/7/2023									0.00
Total Week		7.02	0.00	0.00	0.00	0.00	8.00	0.00	0.00	15.02
Sunday	1/8/2023									0.00
Monday	1/9/2023	2.82								2.82
Tuesday	1/10/2023									0.00
Wednesday	1/11/2023	2.05								2.05
Thursday	1/12/2023									0.00
Friday	1/13/2023	5.87								5.87
Saturday	1/14/2023									0.00
Total Week		10.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10.74
Sunday	1/15/2023	0.56								0.56
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		0.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.56
Total Pay Period		18.32	0.00	0.00	0.00	0.00	8.00	0.00	0.00	26.32

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:

Jessica Gerke

01/01/2023 to 01/15/2023

Regular	PTO	OT	DT	Total Hours
18.32	0.00	0.00	0.00	18.32

Time in	Time out	Duration	
January 2, 2023			0.82
2:06pm (MST)	2:55pm (MST)	0.82	WTR > WTR - Service Call
January 3, 2023			4.23
8:43am (MST)	9:10am (MST)	0.45	MTG > MTG - Staff Meeting
9:40am (MST)	10:10am (MST)	0.50	PW > PW - Office Time
10:11am (MST)	10:39am (MST)	0.47	WTR > WTR- Fire Hydrants
10:39am (MST)	11:16am (MST)	0.62	WTR > WTR - Service Call
11:16am (MST)	12:41pm (MST)	1.42	EQP > EQP - Loader Maintenance
1:27pm (MST)	2:14pm (MST)	0.78	WTR > WTR- Fire Hydrants
January 4, 2023			0.30
9:49am (MST)	10:07am (MST)	0.30	PW > PW - Office Time
NOTES: Phone, Bear, boys, loader bucket			
January 5, 2023			0.17
3:40pm (MST)	3:50pm (MST)	0.17	MTG > MTG - Staff Meeting
NOTES: Phone-Bear, loader			
January 6, 2023			1.50
8:15am (MST)	9:07am (MST)	0.87	PW > PW - Office Time
NOTES: Task list with boys, loader			
10:33am (MST)	11:11am (MST)	0.63	STRTS > STRTS - Snow Removal
NOTES: Complaint			
January 9, 2023			2.82
8:38am (MST)	9:25am (MST)	0.78	MTG > MTG - Staff Meeting
NOTES: Kirk, sewer discharge			
9:25am (MST)	10:44am (MST)	1.32	PW > PW - City Shop > Shop
NOTES: Weekly list			
12:49pm (MST)	1:32pm (MST)	0.72	MTG > MTG - Staff Meeting
NOTES: Snow removal			
January 11, 2023			2.05
7:58am (MST)	8:20am (MST)	0.37	PW > PW - Office Time
NOTES: Emails			
10:10am (MST)	10:28am (MST)	0.30	WTR > WTR - Service Call
2:32pm (MST)	2:48pm (MST)	0.27	PW > PW - Office Time
NOTES: Emails			
3:07pm (MST)	4:14pm (MST)	1.12	WTR > WTR - Service Call
January 13, 2023			5.87
8:24am (MST)	1:06pm (MST)	4.70	PW > PW - City Shop > Shop
NOTES: Drain cover			

1:06pm (MST)	2:16pm (MST)	1.17	SWR > SWR - System Maintenance
NOTES: Chlorine-used Shadyn's skid steer			

January 15, 2023 **0.57**

3:41pm (MST)	4:15pm (MST)	0.57	STRTS > STRTS - Snow Removal
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