

				Comp Time						
Day	Date	Regular	Paid OT	Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)	Holiday	PTO	VAC	Total
Sunday	1/31/2021									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday	1/16/2021									0.00
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	1/17/2021									0.00
Monday	1/18/2021	0.50					8.00			8.50
Tuesday	1/19/2021	8.18								8.18
Wednesday	1/20/2021	6.55								6.55
Thursday	1/21/2021	6.32								6.32
Friday	1/22/2021	3.90								3.90
Saturday	1/23/2021									0.00
Total Week		25.45	0.00	0.00	0.00	0.00	8.00	0.00	0.00	33.45
Sunday	1/24/2021									0.00
Monday	1/25/2021	8.73								8.73
Tuesday	1/26/2021	7.42								7.42
Wednesday	1/27/2021	6.30								6.30
Thursday	1/28/2021	6.32								6.32
Friday	1/29/2021	8.15								8.15
Saturday	1/30/2021									0.00
Total Week		36.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.92
Total Pay Period		62.37	0.00	0.00	0.00	0.00	8.00	0.00	0.00	70.37

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:

Angie Mettie

01/16/2021 to 01/31/2021

Regular	PTO	OT	DT	Total Hours
62.37	0.00	0.00	0.00	62.37

Time in	Time out	Duration	
January 18, 2021			0.50
7:30am (MST)	8:00am (MST)	0.50	ADM > ADM - Customer Relations
NOTES: Monday Morning email			
January 19, 2021			8.18
8:30am (MST)	9:15am (MST)	0.75	MTG > MTG - Staff Meeting
9:15am (MST)	3:12pm (MST)	5.95	ADM > ADM - Customer Relations
6:31pm (MST)	8:00pm (MST)	1.48	MTG > MTG - Citizen Advisory Committee
January 20, 2021			6.55
8:50am (MST)	3:23pm (MST)	6.55	ADM > ADM - Customer Relations
January 21, 2021			6.32
8:50am (MST)	3:09pm (MST)	6.32	ADM > ADM - Customer Relations
January 22, 2021			3.90
8:52am (MST)	12:46pm (MST)	3.90	ADM > ADM - Customer Relations
January 25, 2021			8.73
8:31am (MST)	9:00am (MST)	0.48	MTG > MTG - Staff Meeting
9:00am (MST)	3:10pm (MST)	6.17	ADM > ADM - Customer Relations
6:31pm (MST)	8:36pm (MST)	2.08	MTG > MTG - Council Meeting
January 26, 2021			7.42
8:47am (MST)	4:12pm (MST)	7.42	ADM > ADM - Customer Relations
January 27, 2021			6.30
8:55am (MST)	3:13pm (MST)	6.30	ADM > ADM - Customer Relations
January 28, 2021			6.32
8:50am (MST)	3:09pm (MST)	6.32	ADM > ADM - Customer Relations
January 29, 2021			8.15
8:49am (MST)	4:58pm (MST)	8.15	ADM > ADM - Customer Relations