

Jessica Gerke

Pay Period

1/1/2021 to1/15/2021

				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										0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday	1/1/2021						8.00			8.00
Saturday	1/2/2021									0.00
Total Week		0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	8.00
Sunday	1/3/2021									0.00
Monday	1/4/2021	8.75								8.75
Tuesday	1/5/2021	8.22								8.22
Wednesday	1/6/2021	7.97								7.97
Thursday	1/7/2021	8.12								8.12
Friday	1/8/2021	6.95		3.58		5.37				10.53
Saturday	1/9/2021									0.00
Total Week		40.01	0.00	3.58	0.00	5.37	0.00	0.00	0.00	43.59
Sunday	1/10/2021									0.00
Monday	1/11/2021	3.47								3.47
Tuesday	1/12/2021				5.37			2.09		7.46
Wednesday	1/13/2021	14.13								14.13
Thursday	1/14/2021	7.47								7.47
Friday	1/15/2021	7.47								7.47
Saturday										0.00
Total Week		32.54	0.00	0.00	5.37	0.00	0.00	2.09	0.00	40.00
Total Pay Period		72.55	0.00	3.58	5.37	5.37	8.00	2.09	0.00	91.59

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

01/01/2021 to 01/15/2021

Regular	PTO	OT	DT	Total Hours
72.53	0.00	3.58	0.00	76.12

Time in	Time out	Duration	
January 4, 2021			8.75
1:08am	8:30am	7.37	STRTS > STRTS - Snow Removal
8:30am	9:35am	1.08	MTG > MTG - Staff Meeting
9:35am	9:53am	0.30	STRTS > STRTS - Snow Blowing PARK or Sidewalks
January 5, 2021			8.22
8:02am	8:40am	0.63	SWR > SWR - Sewer Logs
8:40am	9:23am	0.72	WTR > WTR - Service Call
9:23am	11:06am	1.72	WTR > WTR- Fire Hydrants
NOTES: Plowing			
11:06am	11:51am	0.75	WTR > WTR - Service Call
11:51am	1:12pm	1.35	EQP > EQP - Loader Maintenance
1:12pm	2:02pm	0.83	WTR > WTR - Booster Station & Well Logs
2:02pm	3:27pm	1.42	MTG > MTG - Staff Meeting
3:27pm	4:15pm	0.80	PW > PW - Office Time
January 6, 2021			7.97
8:06am	8:41am	0.58	SWR > SWR - Sewer Logs
8:41am	10:04am	1.38	WTR > Train - Water
10:04am	10:49am	0.75	WTR > WTR - Booster Station & Well Logs
10:49am	11:21am	0.53	Animal Control > Animal Control Complaint
11:21am	12:35pm	1.23	PW > PW - City Shop
12:35pm	2:16pm	1.68	SWR > SWR - Land Application Project
NOTES: Practice plow with the grader			
2:16pm	4:04pm	1.80	STRTS > STRTS - Snow Removal
NOTES: Cut ice off Peterson			
January 7, 2021			8.12
7:48am	8:29am	0.68	SWR > SWR - Sewer Logs
8:29am	11:03am	2.57	SWR > Train - Sewer
11:03am	11:40am	0.62	IND > IND - Industrial Park Maintenance
NOTES: Plowing			
11:40am	12:17pm	0.62	MTG > MTG - Staff Meeting
NOTES: Dmr			
12:17pm	1:06pm	0.82	IND > IND - Industrial Park Maintenance
NOTES: Plowing			
1:06pm	2:14pm	1.13	ADM > ADM - City Hall
NOTES: Ice melt			
2:14pm	2:57pm	0.72	WTR > WTR - Booster Station & Well Logs

2:57pm	3:16pm	0.32	ADM › ADM - City Hall
NOTES: Sand			
3:16pm	3:55pm	0.65	SWR › Train - Sewer
January 8, 2021			10.53
1:10am	6:31am	5.35	STRTS › STRTS - Snow Removal
7:53am	8:31am	0.63	SWR › SWR - Sewer Logs
8:31am	10:12am	1.68	EQP › EQP - Parts Run
10:12am	12:33pm	2.35	EQP › EQP - Grader Maintenance
12:33pm	1:04pm	0.52	EQP › EQP - Loader Maintenance
January 11, 2021			3.47
8:09am	8:34am	0.42	SWR › SWR - Sewer Logs
8:34am	9:10am	0.60	MTG › MTG - Staff Meeting
9:10am	10:15am	1.08	STRTS › Train - Streets
NOTES: Devin			
10:15am	11:07am	0.87	WTR › WTR - Booster Station & Well Logs
11:07am	11:37am	0.50	STRTS › Train - Streets
NOTES: Devin			
January 13, 2021			14.13
1:18am	11:09am	9.85	STRTS › STRTS - Snow Removal
NOTES: Devin plowed			
11:09am	1:08pm	1.98	WTR › WTR - Service Call
1:08pm	3:02pm	1.90	STRTS › STRTS - Snow Removal
3:02pm	3:26pm	0.40	SWR › SWR - Sewer Logs
January 14, 2021			7.47
9:25am	10:11am	0.77	SWR › SWR - Sewer Logs
10:11am	10:56am	0.75	MTG › MTG - Staff Meeting
NOTES: Pictures and paperwork for sandys pickup			
10:56am	2:47pm	3.85	SWR › SWR - Auger Room Maintenance
2:47pm	3:39pm	0.87	EQP › EQP - Backhoe Maintenance
3:39pm	4:04pm	0.42	PARK › PARK - Restroom
4:04pm	4:38pm	0.57	WTR › WTR - Booster Station & Well Logs
4:38pm	4:53pm	0.25	WTR › WTR - Service Call
January 15, 2021			7.47
8:56am	9:28am	0.53	SWR › SWR - Sewer Logs
9:28am	10:23am	0.92	MTG › MTG - Staff Meeting
NOTES: Doug			
10:23am	12:02pm	1.65	STRTS › STRTS - Snow Removal
NOTES: Winging banks back			
12:02pm	1:03pm	1.02	MTG › MTG - Staff Meeting

NOTES: Starnews

1:03pm

3:57pm

2.90

STRTS > STRTS - Snow Removal

NOTES: Winging

3:57pm

4:24pm

0.45

PW > PW - Office Time