

Jessica Gerke

Pay Period

7/1/2022 to

7/15/2022

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									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday	7/1/2022	4.30							4.30	
Saturday	7/2/2022								0.00	
Total Week		4.30	0.00	0.00	0.00	0.00	0.00	0.00	4.30	
Sunday	7/3/2022								0.00	
Monday	7/4/2022					8.00			8.00	
Tuesday	7/5/2022	4.00						5.00	9.00	
Wednesday	7/6/2022	1.00						5.00	6.00	
Thursday	7/7/2022	1.00						5.00	6.00	
Friday	7/8/2022	5.00						5.00	10.00	
Saturday	7/9/2022								0.00	
Total Week		11.00	0.00	0.00	0.00	8.00	0.00	20.00	39.00	
Sunday	7/10/2022								0.00	
Monday	7/11/2022	5.00							5.00	
Tuesday	7/12/2022	5.58							5.58	
Wednesday	7/13/2022	7.00							7.00	
Thursday	7/14/2022	6.68							6.68	
Friday	7/15/2022	3.62							3.62	
Saturday									0.00	
Total Week		27.88	0.00	0.00	0.00	0.00	0.00	0.00	27.88	
Total Pay Period		43.18	0.00	0.00	0.00	8.00	0.00	20.00	71.18	

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

07/01/2022 to 07/15/2022

Regular	PTO	OT	DT	Total Hours
43.18	0.00	0.00	0.00	43.18

Time in	Time out	Duration		
July 1, 2022				4.30
10:50am (MDT)	1:20pm (MDT)	2.50	PW > PW - Office Time	
1:20pm (MDT)	3:08pm (MDT)	1.80	SUP > SUP - PW	
July 5, 2022				4.00
9:30am (MDT)	11:00am (MDT)	1.50	PW > PW - Office Time	
1:00pm (MDT)	2:00pm (MDT)	1.00	SUP > SUP - PW	
6:30pm (MDT)	8:00pm (MDT)	1.50	MTG > MTG - Staff Meeting	
July 6, 2022				1.00
12:00pm (MDT)	1:00pm (MDT)	1.00	SUP > SUP - PW	
July 7, 2022				1.00
9:30am (MDT)	10:30am (MDT)	1.00	SUP > SUP - PW	
July 8, 2022				5.00
8:00am (MDT)	9:04am (MDT)	1.07	MTG > MTG - Staff Meeting	
9:04am (MDT)	11:00am (MDT)	1.93	PW > PW - Office Time	
11:00am (MDT)	1:00pm (MDT)	2.00	SUP > SUP - PW	
July 11, 2022				5.00
8:30am (MDT)	9:15am (MDT)	0.75	MTG > MTG - Staff Meeting	
9:15am (MDT)	10:06am (MDT)	0.85	PW > PW - Office Time	
10:06am (MDT)	1:30pm (MDT)	3.40	SWR > Train - Sewer	
July 12, 2022				5.58
9:30am (MDT)	11:10am (MDT)	1.67	PW > PW - Office Time	
11:10am (MDT)	1:00pm (MDT)	1.83	SUP > SUP - PW	
1:00pm (MDT)	3:05pm (MDT)	2.08	ADM > ADM - City Hall	
NOTES: Gravel behind city hall				
July 13, 2022				7.00
9:00am (MDT)	10:00am (MDT)	1.00	PW > PW - Office Time	
10:00am (MDT)	4:00pm (MDT)	6.00	WTR > WTR - Service Call	
NOTES: Train hunter- water registers				
July 14, 2022				6.68
8:40am (MDT)	9:20am (MDT)	0.67	MTG > MTG - Staff Meeting	
9:20am (MDT)	11:11am (MDT)	1.85	SUP > SUP - PW	
11:11am (MDT)	12:21pm (MDT)	1.17	WTR > WTR - Service Call	
1:00pm (MDT)	4:00pm (MDT)	3.00	WTR > WTR - Service Call	
NOTES: Water shut off				
July 15, 2022				3.62

9:00am (MDT)	10:00am (MDT)	1.00	MTG > MTG - Staff Meeting
10:00am (MDT)	11:27am (MDT)	1.45	PW > PW - Office Time
12:30pm (MDT)	1:40pm (MDT)	1.17	MTG > MTG - Staff Meeting

NOTES: Core and main