

Kyla Gardner

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	3.88							3.88	
Saturday	7/2/2022								0.00	
Total Week		3.88	0.00	0.00	0.00	0.00	0.00	0.00	3.88	
Sunday	7/3/2022								0.00	
Monday	7/4/2022					8.00			8.00	
Tuesday	7/5/2022	7.27							7.27	
Wednesday	7/6/2022	6.23							6.23	
Thursday	7/7/2022	6.52							6.52	
Friday	7/8/2022	3.83							3.83	
Saturday	7/9/2022								0.00	
Total Week		23.85	0.00	0.00	0.00	8.00	0.00	0.00	31.85	
Sunday	7/10/2022								0.00	
Monday	7/11/2022	9.28							9.28	
Tuesday	7/12/2022	7.30							7.30	
Wednesday	7/13/2022	6.57							6.57	
Thursday	7/14/2022	6.97							6.97	
Friday	7/15/2022	3.73							3.73	
Saturday									0.00	
Total Week		33.85	0.00	0.00	0.00	0.00	0.00	0.00	33.85	
Total Pay Period		61.58	0.00	0.00	0.00	8.00	0.00	0.00	69.58	

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:

Kyla Gardner

07/01/2022 to 07/15/2022

Regular	PTO	OT	DT	Total Hours
61.58	0.00	0.00	0.00	61.58

Time in	Time out	Duration	
July 1, 2022			3.88
8:35am	12:28pm	3.88	ADM > ADM - Customer Relations
July 5, 2022			7.27
8:26am	9:24am	0.97	MTG > MTG - Staff Meeting
9:24am	3:42pm	6.30	ADM > ADM - Customer Relations
July 6, 2022			6.23
8:47am	3:01pm	6.23	ADM > ADM - Customer Relations
July 7, 2022			6.52
8:41am	3:12pm	6.52	ADM > ADM - Customer Relations
July 8, 2022			3.83
8:41am	12:31pm	3.83	ADM > ADM - Customer Relations
July 11, 2022			9.28
8:28am	9:03am	0.58	MTG > MTG - Staff Meeting
9:04am	3:16pm	6.20	ADM > ADM - Customer Relations
6:04pm	8:34pm	2.50	MTG > MTG - Council Meeting
July 12, 2022			7.30
8:30am	3:48pm	7.30	ADM > ADM - Customer Relations
July 13, 2022			6.57
8:35am	3:09pm	6.57	ADM > ADM - Customer Relations
July 14, 2022			6.97
8:21am	3:19pm	6.97	ADM > ADM - Customer Relations
July 15, 2022			3.73
8:37am	12:21pm	3.73	ADM > ADM - Customer Relations