

Kyla Gardner

Pay Period

6/16/2022 to

6/30/2022

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	6/16/2022	7.75							7.75	
Friday	6/17/2022	3.45							3.45	
Saturday	6/18/2022								0.00	
Total Week		11.20	0.00	0.00	0.00	0.00	0.00	0.00	11.20	
Sunday	6/19/2022								0.00	
Monday	6/20/2022						8.00		8.00	
Tuesday	6/21/2022	7.73							7.73	
Wednesday	6/22/2022	6.75							6.75	
Thursday	6/23/2022	7.17							7.17	
Friday	6/24/2022	6.03							6.03	
Saturday	6/25/2022								0.00	
Total Week		27.68	0.00	0.00	0.00	0.00	8.00	0.00	35.68	
Sunday	6/26/2022								0.00	
Monday	6/27/2022	9.12							9.12	
Tuesday	6/28/2022	7.45							7.45	
Wednesday	6/29/2022	6.60							6.60	
Thursday	6/30/2022	6.65							6.65	
Friday									0.00	
Saturday									0.00	
Total Week		29.82	0.00	0.00	0.00	0.00	0.00	0.00	29.82	
Total Pay Period		68.70	0.00	0.00	0.00	0.00	8.00	0.00	76.70	

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

06/16/2022 to 06/30/2022

Regular	PTO	OT	DT	Total Hours
68.70	0.00	0.00	0.00	68.70

Time in	Time out	Duration	
June 16, 2022			7.75
8:25am	9:00am	0.58	ADM > ADM - Customer Relations
9:00am	4:10pm	7.17	MTG > MTG - Other Government
NOTES: Leadership Academy			
June 17, 2022			3.45
8:37am	12:04pm	3.45	ADM > ADM - Customer Relations
June 21, 2022			7.73
8:19am	9:45am	1.43	ADM > ADM - Customer Relations
9:45am	12:45pm	3.00	MTG > MTG - Travel
12:45pm	4:03pm	3.30	MTG > MTG - Other Government
NOTES: III-A Board Meeting at Eagle Fire Station			
June 22, 2022			6.75
9:41am	4:26pm	6.75	MTG > MTG - Other Government
NOTES: AIC Conference/Training			
June 23, 2022			7.17
8:00am	3:10pm	7.17	MTG > MTG - Other Government
NOTES: AIC Conference/ Training			
June 24, 2022			6.03
9:03am	12:00pm	2.95	MTG > MTG - Other Government
NOTES: AIC Conference/ Training			
12:00pm	3:05pm	3.08	MTG > MTG - Travel
June 27, 2022			9.12
8:20am	8:57am	0.62	MTG > MTG - Staff Meeting
8:57am	3:22pm	6.42	ADM > ADM - Customer Relations
5:59pm	8:04pm	2.08	MTG > MTG - Council Meeting
June 28, 2022			7.45
8:32am	3:59pm	7.45	ADM > ADM - Customer Relations
June 29, 2022			6.60
8:42am	3:18pm	6.60	ADM > ADM - Customer Relations
June 30, 2022			6.65
8:44am	3:23pm	6.65	ADM > ADM - Customer Relations