

Dana Kautz

Pay Period

2/1/2022 to

2/15/2022

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	2/1/2022	1.82								1.82
Wednesday	2/2/2022									0.00
Thursday	2/3/2022									0.00
Friday	2/4/2022									0.00
Saturday	2/5/2022									0.00
Total Week		1.82	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.82
Sunday	2/6/2022									0.00
Monday	2/7/2022	6.53								6.53
Tuesday	2/8/2022									0.00
Wednesday	2/9/2022									0.00
Thursday	2/10/2022									0.00
Friday	2/11/2022									0.00
Saturday	2/12/2022									0.00
Total Week		6.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.53
Sunday	2/13/2022									0.00
Monday	2/14/2022	5.98								5.98
Tuesday	2/15/2022									0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		5.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5.98
Total Pay Period		14.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14.33

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:

Dana Kautz

02/01/2022 to 02/15/2022

Regular	PTO	OT	DT	Total Hours
14.33	0.00	0.00	0.00	14.33

Time in	Time out	Duration	
February 1, 2022			
12:12pm (MST)	2:01pm (MST)	1.82	ADM › ADM - Customer Relations
February 7, 2022			
8:27am (MST)	9:07am (MST)	0.67	MTG › MTG - Staff Meeting
9:07am (MST)	2:59pm (MST)	5.87	MTG › MTG - Staff Meeting
February 14, 2022			
11:23am	3:40pm	4.28	ADM › ADM - Customer Relations
6:30pm	8:12pm	1.70	MTG › MTG - Council Meeting