

Kyla Gardner

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	6.82							6.82	
Wednesday	2/2/2022	6.72							6.72	
Thursday	2/3/2022	6.61							6.61	
Friday	2/4/2022	4.70							4.70	
Saturday	2/5/2022								0.00	
<b>Total Week</b>		<b>24.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>24.85</b>	
Sunday	2/6/2022								0.00	
Monday	2/7/2022	6.92							6.92	
Tuesday	2/8/2022	6.52							6.52	
Wednesday	2/9/2022	6.97							6.97	
Thursday	2/10/2022	6.92							6.92	
Friday	2/11/2022	5.30							5.30	
Saturday	2/12/2022								0.00	
<b>Total Week</b>		<b>32.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.63</b>	
Sunday	2/13/2022								0.00	
Monday	2/14/2022	9.25							9.25	
Tuesday	2/15/2022	7.87							7.87	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>17.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17.12</b>	
<b>Total Pay Period</b>		<b>74.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.60</b>	

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

02/01/2022 to 02/15/2022

Regular	PTO	OT	DT	Total Hours
<b>74.60</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.60</b>

Time in	Time out	Duration	
<b>February 1, 2022</b>			
8:49am	3:38pm	6.82	ADM > ADM - Customer Relations
<b>February 2, 2022</b>			
8:23am	3:06pm	6.72	ADM > ADM - Customer Relations
<b>February 3, 2022</b>			
8:24am	3:01pm	6.62	ADM > ADM - Customer Relations
<b>February 4, 2022</b>			
8:27am	1:09pm	4.70	ADM > ADM - Customer Relations
<b>February 7, 2022</b>			
8:23am	9:07am	0.73	MTG > MTG - Staff Meeting
9:07am	3:18pm	6.18	ADM > ADM - Customer Relations
<b>February 8, 2022</b>			
8:30am	3:01pm	6.52	ADM > ADM - Customer Relations
<b>February 9, 2022</b>			
8:22am	3:20pm	6.97	ADM > ADM - Customer Relations
<b>February 10, 2022</b>			
8:20am	3:15pm	6.92	ADM > ADM - Customer Relations
<b>February 11, 2022</b>			
8:23am	1:42pm	5.32	ADM > ADM - Customer Relations
<b>February 14, 2022</b>			
8:21am	9:15am	0.90	MTG > MTG - Staff Meeting
9:15am	3:12pm	5.95	ADM > ADM - Customer Relations
5:59pm	8:23pm	2.40	MTG > MTG - Council Meeting
<b>February 15, 2022</b>			
8:32am	3:08pm	6.60	ADM > ADM - Customer Relations
6:04pm	7:20pm	1.27	MTG > MTG - Citizen Advisory Committee