

Kyla Gardner

Pay Period

1/16/2022 to

1/31/2022

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	1/16/2022									0.00
Monday	1/17/2022						8.00			8.00
Tuesday	1/18/2022	7.17								7.17
Wednesday	1/19/2022	6.65								6.65
Thursday	1/20/2022	6.53								6.53
Friday	1/21/2022	4.85								4.85
Saturday	1/22/2022									0.00
Total Week		25.20	0.00	0.00	0.00	0.00	8.00	0.00	0.00	33.20
Sunday	1/23/2022									0.00
Monday	1/24/2022	8.30								8.30
Tuesday	1/25/2022	6.57								6.57
Wednesday	1/26/2022	6.45								6.45
Thursday	1/27/2022	6.72								6.72
Friday	1/28/2022	4.98								4.98
Saturday	1/29/2022									0.00
Total Week		33.02	0.00	0.00	0.00	0.00	0.00	0.00	0.00	33.02
Sunday	1/30/2022									0.00
Monday	1/31/2022	6.73								6.73
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		6.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.73
Total Pay Period		64.95	0.00	0.00	0.00	0.00	8.00	0.00	0.00	72.95

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

01/16/2022 to 01/31/2022

Regular	PTO	OT	DT	Total Hours
64.95	0.00	0.00	0.00	64.95

Time in	Time out	Duration	
January 18, 2022			7.17
8:20am	3:30pm	7.17	ADM > ADM - Customer Relations
January 19, 2022			6.65
8:25am	3:04pm	6.65	ADM > ADM - Customer Relations
January 20, 2022			6.53
8:23am	2:55pm	6.53	ADM > ADM - Customer Relations
January 21, 2022			4.85
8:24am	1:15pm	4.85	ADM > ADM - Customer Relations
January 24, 2022			8.30
8:29am	2:57pm	6.47	ADM > ADM - Customer Relations
6:02pm	7:52pm	1.83	MTG > MTG - Council Meeting
January 25, 2022			6.57
8:31am	3:05pm	6.57	ADM > ADM - Customer Relations
January 26, 2022			6.45
8:30am	2:57pm	6.45	ADM > ADM - Customer Relations
January 27, 2022			6.72
8:21am	3:04pm	6.72	ADM > ADM - Customer Relations
January 28, 2022			4.98
8:16am	1:15pm	4.98	ADM > ADM - Customer Relations
January 31, 2022			6.73
8:23am	9:05am	0.70	MTG > MTG - Staff Meeting
9:05am	3:07pm	6.03	ADM > ADM - Customer Relations