

Daniel Potter

Pay Period

5/16/2022 to

5/31/2022

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									0.00	
Monday	5/16/2022								0.00	
Tuesday	5/17/2022	8.55							8.55	
Wednesday	5/18/2022	8.53							8.53	
Thursday	5/19/2022	8.85							8.85	
Friday	5/20/2022								0.00	
Saturday	5/21/2022								0.00	
Total Week		25.93	0.00	0.00	0.00	0.00	0.00	0.00	25.93	
Sunday	5/22/2022								0.00	
Monday	5/23/2022	10.03							10.03	
Tuesday	5/24/2022	6.13							6.13	
Wednesday	5/25/2022	8.72							8.72	
Thursday	5/26/2022	8.10							8.10	
Friday	5/27/2022	7.47							7.47	
Saturday	5/28/2022								0.00	
Total Week		40.45	0.00	0.00	0.00	0.00	0.00	0.00	40.45	
Sunday	5/29/2022								0.00	
Monday	5/30/2022					8.00			8.00	
Tuesday	5/31/2022	8.14							8.14	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		8.14	0.00	0.00	0.00	8.00	0.00	0.00	16.14	
Total Pay Period		74.52	0.00	0.00	0.00	8.00	0.00	0.00	82.52	

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:

Daniel Potter

05/16/2022 to 05/31/2022

Regular	PTO	OT	DT	Total Hours
74.07	0.00	0.45	0.00	74.52

Time in	Time out	Duration	
May 17, 2022			8.55
8:29am (MDT)	5:02pm (MDT)	8.55	PW > PW - City Shop > Shop
May 18, 2022			8.53
8:30am (MDT)	9:48am (MDT)	1.30	WTR > WTR - Booster Station & Well Logs
9:48am (MDT)	5:02pm (MDT)	7.23	PW > PW - City Shop > Shop
May 19, 2022			8.85
8:22am (MDT)	5:13pm (MDT)	8.85	STRTS > STRTS - Grading / Blading
May 23, 2022			10.03
8:29am (MDT)	9:18am (MDT)	0.82	MTG > MTG - Staff Meeting
9:18am (MDT)	10:11am (MDT)	0.88	WTR > WTR - Booster Station & Well Logs
10:11am (MDT)	2:50pm (MDT)	4.65	PARK > PARK - Mowing / Trimming
2:50pm (MDT)	6:31pm (MDT)	3.68	WTR > WTR - Well #4 Maintenance
May 24, 2022			6.13
8:27am (MDT)	11:53am (MDT)	3.43	WTR > WTR - Service Call
11:53am (MDT)	2:35pm (MDT)	2.70	PW > PW - City Shop > Shop
May 25, 2022			8.72
8:24am (MDT)	11:28am (MDT)	3.07	PW > PW - City Shop > Shop
11:28am (MDT)	3:25pm (MDT)	3.95	STRTS > STRTS - Grading / Blading
3:25pm (MDT)	5:07pm (MDT)	1.70	WTR > WTR - Leak Letters
May 26, 2022			8.10
8:29am (MDT)	4:35pm (MDT)	8.10	EQP > EQP - Grader Maintenance
May 27, 2022			7.47
8:36am (MDT)	11:40am (MDT)	3.07	EQP > EQP - Loader Maintenance
11:40am (MDT)	4:04pm (MDT)	4.40	WTR > WTR - Service Call
May 31, 2022			8.13
8:30am (MDT)	9:17am (MDT)	0.78	MTG > MTG - Staff Meeting
9:17am (MDT)	1:31pm (MDT)	4.23	EQP > EQP - Grader Maintenance
1:31pm (MDT)	4:38pm (MDT)	3.12	EQP > EQP - Loader Maintenance