

Kyla Gardner

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	7.05								7.05
Tuesday	5/17/2022	7.73								7.73
Wednesday	5/18/2022	6.57								6.57
Thursday	5/19/2022	9.45								9.45
Friday	5/20/2022	3.75								3.75
Saturday	5/21/2022									0.00
Total Week		34.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.55
Sunday	5/22/2022									0.00
Monday	5/23/2022	8.55								8.55
Tuesday	5/24/2022	6.72								6.72
Wednesday	5/25/2022	6.62								6.62
Thursday	5/26/2022	6.63								6.63
Friday	5/27/2022	4.27								4.27
Saturday	5/28/2022									0.00
Total Week		32.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.79
Sunday	5/29/2022									0.00
Monday	5/30/2022					8.00				8.00
Tuesday	5/31/2022	6.98								6.98
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		6.98	0.00	0.00	0.00	8.00	0.00	0.00	0.00	14.98
Total Pay Period		74.32	0.00	0.00	0.00	8.00	0.00	0.00	0.00	82.32

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

05/16/2022 to 05/31/2022

Regular	PTO	OT	DT	Total Hours
74.32	0.00	0.00	0.00	74.32

Time in	Time out	Duration		
May 16, 2022				7.05
8:18am	9:10am	0.87	MTG > MTG - Staff Meeting	
9:10am	3:21pm	6.18	ADM > ADM - Customer Relations	
May 17, 2022				7.73
8:24am	4:08pm	7.73	ADM > ADM - Customer Relations	
May 18, 2022				6.57
8:33am	3:07pm	6.57	ADM > ADM - Customer Relations	
May 19, 2022				9.45
7:51am	5:18pm	9.45	MTG > MTG - Other Government	
NOTES: Leadership Academy				
May 20, 2022				3.75
8:21am	12:06pm	3.75	ADM > ADM - Customer Relations	
May 23, 2022				8.55
8:15am	9:06am	0.85	MTG > MTG - Staff Meeting	
9:06am	3:08pm	6.03	ADM > ADM - Customer Relations	
6:02pm	7:42pm	1.67	MTG > MTG - Council Meeting	
May 24, 2022				6.72
8:28am	3:11pm	6.72	ADM > ADM - Customer Relations	
May 25, 2022				6.62
8:38am	3:15pm	6.62	ADM > ADM - Customer Relations	
May 26, 2022				6.63
8:30am	3:08pm	6.63	ADM > ADM - Customer Relations	
May 27, 2022				4.27
8:19am	12:35pm	4.27	ADM > ADM - Customer Relations	
May 31, 2022				6.98
8:13am	8:55am	0.70	MTG > MTG - Staff Meeting	
8:55am	3:12pm	6.28	ADM > ADM - Customer Relations	