

Jessie Gerke

Pay Period

2/1/2021 to

2/15/2021

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	2/1/2021	8.03							8.03	
Tuesday	2/2/2021	6.23							6.23	
Wednesday	2/3/2021	14.30							14.30	
Thursday	2/4/2021	9.60							9.60	
Friday	2/5/2021	1.84		5.83		8.75			7.67	
Saturday	2/6/2021								0.00	
Total Week		40.00	0.00	5.83	0.00	8.75	0.00	0.00	0.00	45.83
Sunday	2/7/2021								0.00	
Monday	2/8/2021	8.08							8.08	
Tuesday	2/9/2021	8.12							8.12	
Wednesday	2/10/2021	7.72							7.72	
Thursday	2/11/2021	7.18							7.18	
Friday	2/12/2021	7.40							7.40	
Saturday	2/13/2021	1.50		6.28		9.42			7.78	
Total Week		40.00	0.00	6.28	0.00	9.42	0.00	0.00	0.00	46.28
Sunday	2/14/2021	3.42							3.42	
Monday	2/15/2021						8.00		8.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		3.42	0.00	0.00	0.00	0.00	8.00	0.00	0.00	11.42
Total Pay Period		83.42	0.00	12.11	0.00	18.17	8.00	0.00	0.00	103.53

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:

Jessica Gerke

02/01/2021 to 02/15/2021

Regular	PTO	OT	DT	Total Hours
83.42	0.00	12.12	0.00	95.53

Time in	Time out	Duration	
February 1, 2021			8.03
8:26am	9:12am	0.77	MTG > MTG - Staff Meeting
9:12am	9:49am	0.62	SWR > SWR - Sewer Logs
9:49am	10:36am	0.78	PW > PW - Office Time
10:36am	12:09pm	1.55	STRTS > STRTS - Storm Drainage
12:09pm	1:05pm	0.93	SWR > SWR - System Maintenance
NOTES: Plow lagoon			
1:05pm	4:03pm	2.97	STRTS > STRTS - Pot Hole Repair
4:03pm	4:28pm	0.42	PW > PW - City Shop
February 2, 2021			6.23
8:07am	8:40am	0.55	MTG > MTG - Staff Meeting
NOTES: Doug			
8:40am	9:16am	0.60	SWR > SWR - Sewer Logs
9:16am	10:38am	1.37	STRTS > STRTS - Pot Hole Repair
10:38am	11:24am	0.77	STRTS > STRTS - Storm Drainage
11:24am	12:49pm	1.42	SWR > SWR - System Maintenance
2:43pm	3:41pm	0.97	WTR > WTR - Booster Station & Well Logs
3:41pm	4:15pm	0.57	PW > PW - City Shop
February 3, 2021			14.30
1:34am	9:28am	7.90	STRTS > STRTS - Snow Removal
9:28am	1:25pm	3.95	SWR > SWR - System Maintenance
NOTES: Challenger			
1:25pm	2:06pm	0.68	WTR > WTR - Booster Station & Well Logs
2:06pm	3:13pm	1.12	IND > IND - Industrial Park Maintenance
NOTES: Snow cleanup			
3:13pm	3:52pm	0.65	SWR > SWR - System Maintenance
NOTES: Doug			
February 4, 2021			9.60
8:00am	8:36am	0.60	MTG > MTG - Staff Meeting
NOTES: Doug			
8:36am	9:27am	0.85	SWR > SWR - Sewer Logs
9:27am	10:15am	0.80	MTG > MTG - Staff Meeting
NOTES: City hall			
10:15am	11:00am	0.75	SWR > SWR - System Maintenance
11:00am	12:06pm	1.10	PW > PW - Office Time
NOTES: Staff report/emails			

12:06pm	1:16pm	1.17	SWR > SWR - System Maintenance
1:16pm	5:36pm	4.33	WTR > WTR - Service Call
February 5, 2021			7.67
8:50am	9:18am	0.47	MTG > MTG - Staff Meeting
NOTES: Doug			
9:18am	9:51am	0.55	SWR > SWR - Sewer Logs
9:51am	11:04am	1.22	SWR > SWR - System Maintenance
NOTES: Challenger			
11:04am	2:34pm	3.50	WTR > WTR - Service Call
NOTES: Finding meter under snow and ice			
2:34pm	4:00pm	1.43	FIRE/EMS
NOTES: House fire			
4:00pm	4:30pm	0.50	WTR > WTR - Booster Station & Well Logs
February 8, 2021			8.08
8:05am	8:17am	0.20	MTG > MTG - Staff Meeting
NOTES: Doug			
8:17am	8:40am	0.38	SWR > SWR - Sewer Logs
8:40am	9:20am	0.67	MTG > MTG - Staff Meeting
9:20am	10:14am	0.90	SWR > SWR - Sewer Testing
NOTES: Chlorine			
10:14am	12:03pm	1.82	STRTS > STRTS - Pot Hole Repair
12:03pm	3:21pm	3.30	SWR > SWR - Auger Room Maintenance
NOTES: Illegal dumping			
3:21pm	4:10pm	0.82	SWR > Train - Sewer
February 9, 2021			8.12
8:23am	9:05am	0.70	SWR > SWR - Sewer Logs
9:05am	9:49am	0.73	PW > PW - Office Time
9:49am	11:34am	1.75	MTG > MTG - Staff Meeting
NOTES: Interview questions			
11:34am	12:02pm	0.47	MTG > MTG - Staff Meeting
NOTES: Doug			
12:02pm	2:52pm	2.83	STRTS > STRTS - Pot Hole Repair
2:52pm	3:37pm	0.75	WTR > WTR - Service Call
3:37pm	4:30pm	0.88	MTG > MTG - Staff Meeting
NOTES: Interview			
February 10, 2021			7.72
8:22am	9:05am	0.72	SWR > SWR - Sewer Logs
9:05am	9:54am	0.82	PW > PW - Office Time
9:54am	11:28am	1.57	SWR > SWR - Sewer Testing
11:28am	12:24pm	0.93	WTR > WTR - Service Call

12:24pm	1:05pm	0.68	SWR > SWR - Sewer Testing
1:05pm	2:14pm	1.15	WTR > WTR - Service Call
2:14pm	4:05pm	1.85	SWR > SWR - Sewer Testing

NOTES: Samples to ups

February 11, 2021 **7.18**

8:17am	8:54am	0.62	SWR > SWR - Sewer Logs
8:54am	9:27am	0.55	SWR > SWR - System Maintenance
9:27am	10:09am	0.70	PW > PW - Office Time
11:13am	12:36pm	1.38	WTR > WTR - Service Call
12:36pm	1:06pm	0.50	PW > PW - City Shop
1:06pm	3:42pm	2.60	WTR > WTR - Booster Station & Well Logs

NOTES: Plowing

3:42pm	4:32pm	0.83	PW > PW - City Shop
--------	--------	------	---------------------

February 12, 2021 **7.40**

8:17am	8:54am	0.62	SWR > SWR - Sewer Logs
9:45am	10:38am	0.88	EQP > EQP - S10 Truck Maintenance
10:38am	11:20am	0.70	EQP > EQP - Parts Run
11:20am	12:35pm	1.25	WTR > WTR - Service Call
12:35pm	1:07pm	0.53	MTG > MTG - Staff Meeting

NOTES: City hall

1:07pm	4:32pm	3.42	EQP > EQP - S10 Truck Maintenance
--------	--------	------	-----------------------------------

February 13, 2021 **7.78**

1:26am	9:13am	7.78	STRTS > STRTS - Snow Removal
--------	--------	------	------------------------------

NOTES: Devin

February 14, 2021 **3.42**

1:43am	5:08am	3.42	STRTS > STRTS - Snow Removal
--------	--------	------	------------------------------

NOTES: Devin 1:43 - 4:00