

Jessica Gerke

Pay Period

2/16/2021 to

2/28/2021

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									0.00	
Tuesday	2/16/2021	14.85							14.85	
Wednesday	2/17/2021	3.35							3.35	
Thursday	2/18/2021	8.78							8.78	
Friday	2/19/2021	7.47							7.47	
Saturday	2/20/2021	2.13		1.42		2.13			3.55	
<b>Total Week</b>		<b>36.58</b>	<b>0.00</b>	<b>1.42</b>	<b>0.00</b>	<b>2.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>38.00</b>
Sunday	2/21/2021								0.00	
Monday	2/22/2021	7.97							7.97	
Tuesday	2/23/2021	11.93							11.93	
Wednesday	2/24/2021	6.78							6.78	
Thursday	2/25/2021	7.73							7.73	
Friday	2/26/2021	9.25							9.25	
Saturday	2/27/2021								0.00	
<b>Total Week</b>		<b>43.66</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>0.00</b>	<b>43.66</b>
Sunday	2/28/2021								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</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>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Pay Period</b>		<b>80.24</b>	<b>0.00</b>	<b>1.42</b>	<b>0.00</b>	<b>2.13</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>81.66</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:

# Jessica Gerke

02/16/2021 to 02/28/2021

Regular	PTO	OT	DT	Total Hours
<b>76.58</b>	<b>0.00</b>	<b>5.08</b>	<b>0.00</b>	<b>81.67</b>

Time in	Time out	Duration	
<b>February 16, 2021</b>			<b>14.85</b>
12:21am	8:07am	7.77	STRTS > STRTS - Snow Removal <b>NOTES:</b> Shadyn 2/15/21 1:12pm-4:45pm train plow and industrial park Shadyn 2/16/21 12:21am-11:00am
8:07am	8:37am	0.50	SWR > SWR - Sewer Logs
8:37am	9:28am	0.85	MTG > MTG - Staff Meeting
9:28am	10:32am	1.07	PW > PW - Office Time
10:32am	11:13am	0.68	WTR > WTR - Service Call
11:13am	12:37pm	1.40	STRTS > STRTS - Snow Blowing PARK or Sidewalks
12:37pm	1:36pm	0.98	SWR > SWR - System Maintenance <b>NOTES:</b> Plow lagoons
1:36pm	2:11pm	0.58	SWR > SWR - System Maintenance <b>NOTES:</b> Chlorine room
2:11pm	3:12pm	1.02	STRTS > STRTS - Snow Blowing PARK or Sidewalks
<b>February 17, 2021</b>			<b>3.35</b>
12:40pm	1:24pm	0.73	SWR > SWR - Sewer Logs
1:24pm	2:22pm	0.97	WTR > WTR- Fire Hydrants <b>NOTES:</b> Plowing
2:22pm	4:01pm	1.65	STRTS > STRTS - Snow Removal <b>NOTES:</b> Widening roads
<b>February 18, 2021</b>			<b>8.78</b>
12:42am	3:24am	2.70	STRTS > STRTS - Snow Removal
10:13am	10:40am	0.45	MTG > MTG - Staff Meeting <b>NOTES:</b> Doug
10:40am	11:07am	0.45	MTG > MTG - Staff Meeting <b>NOTES:</b> City hall
11:07am	11:43am	0.60	SWR > SWR - Sewer Logs
11:43am	12:24pm	0.68	SWR > SWR - Sewer Testing
12:24pm	1:20pm	0.93	IND > IND - Industrial Park Maintenance <b>NOTES:</b> Plowed out active
1:20pm	2:39pm	1.32	WTR > WTR - Booster Station & Well Logs <b>NOTES:</b> And plowing
2:39pm	4:18pm	1.65	SWR > SWR - Sewer Testing <b>NOTES:</b> More samples and took to mccall
<b>February 19, 2021</b>			<b>7.47</b>
8:03am	8:40am	0.62	SWR > SWR - Sewer Logs
8:40am	9:30am	0.83	SWR > SWR - System Maintenance
9:30am	10:18am	0.80	PW > PW - Office Time

10:18am	11:06am	0.80	WTR › WTR - Service Call
11:06am	3:31pm	4.42	STRTS › STRTS - Snow Removal

**NOTES:** Widen roads

**February 20, 2021** **3.55**

6:27am	10:00am	3.55	STRTS › STRTS - Snow Removal
--------	---------	------	------------------------------

**NOTES:** Devin 8:00-10:00

**February 22, 2021** **7.97**

8:05am	8:33am	0.47	SWR › SWR - Sewer Logs
8:33am	9:21am	0.80	MTG › MTG - Staff Meeting
9:21am	10:15am	0.90	PW › PW - Office Time
10:15am	11:00am	0.75	SWR › SWR - System Maintenance
11:00am	12:12pm	1.20	EQP › EQP - Parts Run
12:12pm	1:03pm	0.85	WTR › WTR - Service Call
1:03pm	2:16pm	1.22	PARK › PARK - Maintenance
<b>NOTES:</b> Sidewalk			
2:16pm	2:40pm	0.40	STRTS › STRTS - Snow Removal
2:40pm	3:20pm	0.67	WTR › WTR - Booster Station & Well Logs
3:20pm	4:03pm	0.72	PW › PW - City Shop

**February 23, 2021** **11.93**

2:01am	8:05am	6.07	STRTS › STRTS - Snow Removal
<b>NOTES:</b> Shadyn 2/21/21 widened alleys 2:00 am -9:00 am Shadyn 2/23/21 berms and hydrants and lagoons 4:00 am- 9:00			
8:05am	8:48am	0.72	SWR › SWR - Sewer Testing
8:48am	9:24am	0.60	SWR › SWR - Sewer Logs
9:24am	10:02am	0.63	SWR › SWR - System Maintenance
10:02am	10:39am	0.62	MTG › MTG - Staff Meeting
<b>NOTES:</b> Doug			
10:39am	11:04am	0.42	SWR › SWR - Sewer Testing
11:04am	11:40am	0.60	WTR › WTR - Service Call
11:40am	12:27pm	0.78	PARK › PARK - Maintenance
<b>NOTES:</b> Sidewalk			
12:27pm	1:05pm	0.63	MTG › MTG - Staff Meeting
<b>NOTES:</b> Kerry huss			
1:05pm	1:57pm	0.87	SWR › SWR - Sewer Testing
<b>NOTES:</b> Lab			

**February 24, 2021** **6.78**

8:11am	8:55am	0.73	SWR › SWR - Sewer Logs
8:55am	9:50am	0.92	SWR › SWR - System Maintenance
9:50am	10:17am	0.45	MTG › MTG - Staff Meeting
<b>NOTES:</b> Doug			
10:17am	12:25pm	2.13	WTR › WTR - Meter Reading

12:25pm	2:03pm	1.63	WTR > WTR - Service Call
<b>NOTES:</b> Red doors			
2:03pm	2:58pm	0.92	SWR > SWR - System Maintenance

<b>February 25, 2021</b>	<b>7.73</b>
--------------------------	-------------

8:16am	9:00am	0.73	SWR > SWR - Sewer Logs
9:00am	9:33am	0.55	PW > PW - Office Time
9:33am	10:34am	1.02	SWR > SWR - System Maintenance
10:34am	11:02am	0.47	MTG > MTG - Staff Meeting
<b>NOTES:</b> Doug			
11:02am	2:30pm	3.47	EQP > EQP - Loader Maintenance
<b>NOTES:</b> & grader greasing			
2:30pm	4:00pm	1.50	SWR > SWR - Sewer Testing
<b>NOTES:</b> Samples to mccall			

<b>February 26, 2021</b>	<b>9.25</b>
--------------------------	-------------

1:53am	7:37am	5.73	STRTS > STRTS - Snow Removal
<b>NOTES:</b> Devin 2:14am-6:30am Shadyn 8:00am-10:00am			
9:40am	10:27am	0.78	SWR > SWR - Sewer Logs
10:27am	11:17am	0.83	WTR > WTR - Service Call
11:17am	1:11pm	1.90	IND > IND - Industrial Park Maintenance
<b>NOTES:</b> Propane tanks			