

Kyla Gardner

Pay Period

5/1/2024 to

5/15/2024

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									0.00	
Wednesday	5/1/2024	7.87							7.87	
Thursday	5/2/2024	7.73							7.73	
Friday	5/3/2024	1.73					6.00		7.73	
Saturday	5/4/2024								0.00	
Total Week		17.33	0.00	0.00	0.00	0.00	6.00	0.00	23.33	
Sunday	5/5/2024								0.00	
Monday	5/6/2024	7.63							7.63	
Tuesday	5/7/2024	7.68							7.68	
Wednesday	5/8/2024	7.85							7.85	
Thursday	5/9/2024	8.55							8.55	
Friday	5/10/2024						8.00		8.00	
Saturday	5/11/2024								0.00	
Total Week		31.71	0.00	0.00	0.00	0.00	8.00	0.00	39.71	
Sunday	5/12/2024								0.00	
Monday	5/13/2024	11.63							11.63	
Tuesday	5/14/2024	9.17							9.17	
Wednesday	5/15/2024	7.67							7.67	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		28.47	0.00	0.00	0.00	0.00	0.00	0.00	28.47	
Total Pay Period		77.51	0.00	0.00	0.00	0.00	14.00	0.00	91.51	

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:

Unpaid breaks

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