

Kyla Gardner

Pay Period

12/1/2021 to

12/15/2021

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										0.00
Tuesday										0.00
Wednesday	12/1/2021	7.17								7.17
Thursday	12/2/2021	6.47								6.47
Friday	12/3/2021	8.35								8.35
Saturday	12/4/2021									0.00
<b>Total Week</b>		<b>21.99</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>21.99</b>
Sunday	12/5/2021									0.00
Monday	12/6/2021	6.65								6.65
Tuesday	12/7/2021	6.38								6.38
Wednesday	12/8/2021	6.57								6.57
Thursday	12/9/2021	7.10								7.10
Friday	12/10/2021	5.07								5.07
Saturday	12/11/2021									0.00
<b>Total Week</b>		<b>31.77</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>31.77</b>
Sunday	12/12/2021									0.00
Monday	12/13/2021	8.76								8.76
Tuesday	12/14/2021	6.35								6.35
Wednesday	12/15/2021	6.23								6.23
Thursday										0.00
Friday										0.00
Saturday										0.00
<b>Total Week</b>		<b>21.34</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>21.34</b>
<b>Total Pay Period</b>		<b>75.10</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>75.10</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:

# Kyla Gardner

12/01/2021 to 12/15/2021

Regular	PTO	OT	DT	Total Hours
<b>75.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>75.10</b>

Time in	Time out	Duration	
<b>December 1, 2021</b>			
8:40am	3:50pm	7.17	ADM > ADM - Customer Relations
<b>December 2, 2021</b>			
8:43am	3:11pm	6.47	ADM > ADM - Customer Relations
<b>December 3, 2021</b>			
8:09am	4:30pm	8.35	MTG > MTG - Other Government
<b>December 6, 2021</b>			
8:27am	9:33am	1.10	MTG > MTG - Staff Meeting
9:33am	3:06pm	5.55	ADM > ADM - Customer Relations
<b>December 7, 2021</b>			
8:41am	3:04pm	6.38	ADM > ADM - Customer Relations
<b>December 8, 2021</b>			
8:33am	3:07pm	6.57	ADM > ADM - Customer Relations
<b>December 9, 2021</b>			
7:53am	2:59pm	7.10	ADM > ADM - Customer Relations
<b>December 10, 2021</b>			
8:37am	1:41pm	5.07	ADM > ADM - Customer Relations
<b>December 13, 2021</b>			
8:27am	9:10am	0.72	MTG > MTG - Staff Meeting
9:11am	3:05pm	5.90	ADM > ADM - Customer Relations
6:02pm	8:11pm	2.15	MTG > MTG - Council Meeting
<b>December 14, 2021</b>			
8:51am	3:12pm	6.35	ADM > ADM - Customer Relations
<b>December 15, 2021</b>			
8:42am	2:56pm	6.23	ADM > ADM - Customer Relations