

**Kyla Gardner**

**Pay Period**

**5/1/2021 to**

Day	Date	Regular	Paid OT	Comp Time			Holiday	PTO
				Comp Time Earned (Straight)	Earned Comp Time Used	Comp Conversion Earned (Not in totals)		
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday	5/1/2021							
<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>
Sunday	5/2/2021							
Monday	5/3/2021	6.85						
Tuesday	5/4/2021	6.80						
Wednesday	5/5/2021	6.78						
Thursday	5/6/2021	7.03						
Friday	5/7/2021	6.34						
Saturday	5/8/2021							
<b>Total Week</b>		<b>33.80</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>
Sunday	5/9/2021							
Monday	5/10/2021	9.63						
Tuesday	5/11/2021	6.63						
Wednesday	5/12/2021	6.63						
Thursday	5/13/2021	6.43						
Friday	5/14/2021	5.90						
Saturday	5/15/2021							
<b>Total Week</b>		<b>35.22</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>69.02</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>

**I hereby certify the hours indicated above are true and correct and that I have not unauthorized overtime. I further certify and acknowledge the hours logged on the system (as attached) are true and correct to the best of my knowledge. (Notes on 1**

**Employee Signature:** \_\_\_\_\_

**Date:**

**Supervisor Signature:** \_\_\_\_\_

**Date:**

**Payperiod Notes:**

5/15/2021

VAC	Total
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
	0.00
<b>0.00</b>	<b>0.00</b>
	0.00
	6.85
	6.80
	6.78
	7.03
	6.34
	0.00
<b>0.00</b>	<b>33.80</b>
	0.00
	9.63
	6.63
	6.63
	6.43
	5.90
	0.00
<b>0.00</b>	<b>35.22</b>
<b>0.00</b>	<b>69.02</b>

worked  
city's tracking  
(-Sheets)

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# Kyla Gardner

05/01/2021 to 05/15/2021

Regular	PTO	OT	DT	Total Hours
69.02	0.00	0.00	0.00	69.02

Time in	Time out	Duration	
<b>May 3, 2021</b>			
8:21am	3:12pm	6.85	ADM > ADM - Customer Relations
<b>May 4, 2021</b>			
8:23am	3:11pm	6.80	ADM > ADM - Customer Relations
<b>May 5, 2021</b>			
8:27am	3:14pm	6.78	ADM > ADM - Customer Relations
<b>May 6, 2021</b>			
8:16am	3:18pm	7.03	ADM > ADM - Customer Relations
<b>May 7, 2021</b>			
8:38am	2:58pm	6.33	ADM > ADM - Customer Relations
<b>May 10, 2021</b>			
8:18am	3:22pm	7.07	ADM > ADM - Customer Relations
6:07pm	8:41pm	2.57	MTG > MTG - Council Meeting
<b>May 11, 2021</b>			
8:28am	3:06pm	6.63	ADM > ADM - Customer Relations
<b>May 12, 2021</b>			
8:38am	3:16pm	6.63	ADM > ADM - Customer Relations
<b>May 13, 2021</b>			
8:42am	3:07pm	6.42	ADM > ADM - Customer Relations
<b>May 14, 2021</b>			
8:29am	2:23pm	5.90	ADM > ADM - Customer Relations