

Jessie Gerke

Pay Period

5/16/2021 to

5/31/2021

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	5/16/2021								0.00	
Monday	5/17/2021	8.45							8.45	
Tuesday	5/18/2021	8.00							8.00	
Wednesday	5/19/2021	8.00							8.00	
Thursday	5/20/2021	8.67							8.67	
Friday	5/21/2021	1.17							1.17	
Saturday	5/22/2021								0.00	
Total Week		34.29	0.00	0.00	0.00	0.00	0.00	0.00	34.29	
Sunday	5/23/2021	1.00							1.00	
Monday	5/24/2021	9.20							9.20	
Tuesday	5/25/2021	3.50							3.50	
Wednesday	5/26/2021	8.50							8.50	
Thursday	5/27/2021	8.33							8.33	
Friday	5/28/2021	8.33							8.33	
Saturday	5/29/2021								0.00	
Total Week		38.86	0.00	0.00	0.00	0.00	0.00	0.00	38.86	
Sunday	5/30/2021								0.00	
Monday	5/31/2021					8.00			8.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	8.00	0.00	8.00	
Total Pay Period		73.15	0.00	0.00	0.00	0.00	8.00	0.00	81.15	

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

05/16/2021 to 05/31/2021

Regular	PTO	OT	DT	Total Hours
73.15	0.00	0.00	0.00	73.15

Time in	Time out	Duration		
May 17, 2021				8.45
8:20am (MDT)	9:00am (MDT)	0.67	MTG > MTG - Staff Meeting	
9:00am (MDT)	9:50am (MDT)	0.83	SWR > SWR - Sewer Logs	
9:50am (MDT)	10:40am (MDT)	0.83	SWR > SWR - System Maintenance	
10:40am (MDT)	11:22am (MDT)	0.70	WTR > WTR - Booster Station & Well Logs	
11:22am (MDT)	1:23pm (MDT)	2.02	SWR > SWR - System Maintenance	
1:23pm (MDT)	3:40pm (MDT)	2.28	WTR > WTR - Booster Pump Maintenance	
3:40pm (MDT)	4:47pm (MDT)	1.12	WTR > WTR - Well #4 Maintenance	
May 18, 2021				8.00
8:00am (MDT)	8:50am (MDT)	0.83	SWR > SWR - Sewer Logs	
8:50am (MDT)	2:10pm (MDT)	5.33	WTR > WTR - Service Call	
NOTES: Survey				
2:10pm (MDT)	4:00pm (MDT)	1.83	SWR > SWR - System Maintenance	
May 19, 2021				8.00
8:00am (MDT)	8:50am (MDT)	0.83	SWR > SWR - Sewer Logs	
8:50am (MDT)	10:02am (MDT)	1.20	SWR > SWR - System Maintenance	
10:02am (MDT)	1:30pm (MDT)	3.47	WTR > WTR - Meter Reading	
1:30pm (MDT)	2:32pm (MDT)	1.03	WTR > WTR - Booster Station & Well Logs	
2:32pm (MDT)	4:00pm (MDT)	1.47	SWR > SWR - System Maintenance	
May 20, 2021				8.67
8:00am (MDT)	8:52am (MDT)	0.87	PW > PW - Office Time	
8:52am (MDT)	9:33am (MDT)	0.68	SWR > SWR - Sewer Logs	
9:33am (MDT)	11:34am (MDT)	2.02	WTR > WTR - Service Call	
11:34am (MDT)	4:40pm (MDT)	5.10	SWR > SWR - System Maintenance	
NOTES: Seepage				
May 21, 2021				1.17
10:50am (MDT)	12:00pm (MDT)	1.17	MTG > MTG - Staff Meeting	
May 23, 2021				1.00
6:00pm (MDT)	7:00pm (MDT)	1.00	WTR > WTR - Service Call	
May 24, 2021				9.20
8:30am (MDT)	9:30am (MDT)	1.00	MTG > MTG - Staff Meeting	
9:30am (MDT)	10:09am (MDT)	0.65	SWR > SWR - Sewer Logs	
10:09am (MDT)	11:39am (MDT)	1.50	SWR > SWR - System Maintenance	
11:39am (MDT)	1:41pm (MDT)	2.03	PW > PW - Office Time	
1:41pm (MDT)	3:17pm (MDT)	1.60	EQP > EQP - Parts Run	

3:17pm (MDT)	4:30pm (MDT)	1.22	PW > PW - City Shop
6:30pm (MDT)	7:42pm (MDT)	1.20	MTG > MTG - Other Government
May 25, 2021			3.50
12:30pm (MDT)	1:16pm (MDT)	0.77	SWR > SWR - Sewer Logs
1:16pm (MDT)	2:56pm (MDT)	1.67	SWR > SWR - Sewer Testing
2:56pm (MDT)	4:00pm (MDT)	1.07	WTR > WTR - Service Call
May 26, 2021			8.50
8:00am (MDT)	8:48am (MDT)	0.80	PW > PW - Office Time
8:48am (MDT)	9:37am (MDT)	0.82	SWR > SWR - Sewer Logs
9:37am (MDT)	3:00pm (MDT)	5.38	STRTS > STRTS - Pot Hole Repair
3:00pm (MDT)	4:30pm (MDT)	1.50	SWR > SWR - System Maintenance
May 27, 2021			8.33
8:00am (MDT)	9:00am (MDT)	1.00	SWR > SWR - Sewer Logs
9:00am (MDT)	10:02am (MDT)	1.03	EQP > EQP - Parts Run
10:02am (MDT)	1:44pm (MDT)	3.70	PARK > PARK - Maintenance
1:44pm (MDT)	2:47pm (MDT)	1.05	WTR > WTR - Booster Station & Well Logs
2:47pm (MDT)	4:20pm (MDT)	1.55	PW > PW - Office Time
May 28, 2021			8.33
8:00am (MDT)	8:40am (MDT)	0.67	SWR > SWR - Sewer Logs
8:40am (MDT)	9:56am (MDT)	1.27	SWR > SWR - Land Application Project
9:56am (MDT)	11:16am (MDT)	1.33	WTR > WTR - Service Call
11:16am (MDT)	1:06pm (MDT)	1.83	STRTS > STRTS - Sign Maintenance / Replacement
1:06pm (MDT)	3:00pm (MDT)	1.90	PARK > PARK - Mowing / Trimming
3:00pm (MDT)	4:20pm (MDT)	1.33	WTR > WTR - Well #4 Maintenance