

Daniel Potter

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	8.52							8.52	
Tuesday	5/18/2021	6.72							6.72	
Wednesday	5/19/2021	7.67							7.67	
Thursday	5/20/2021	9.22							9.22	
Friday	5/21/2021	6.83							6.83	
Saturday	5/22/2021	1.04		5.12					6.16	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>5.12</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>45.12</b>	
Sunday	5/23/2021								0.00	
Monday	5/24/2021	10.32							10.32	
Tuesday	5/25/2021	8.00							8.00	
Wednesday	5/26/2021	8.00							8.00	
Thursday	5/27/2021	8.08							8.08	
Friday	5/28/2021	5.60		2.48					8.08	
Saturday	5/29/2021								0.00	
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>2.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>42.48</b>	
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	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	
<b>Total Pay Period</b>		<b>80.00</b>	<b>0.00</b>	<b>7.60</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>95.60</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:

# Daniel Potter

05/16/2021 to 05/31/2021

Regular **80.00** PTO **0.00** OT **7.60** DT **0.00** Total Hours **87.60**

Time in	Time out	Duration		
<b>May 17, 2021</b>				<b>8.52</b>
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting	
9:00am (MDT)	5:01pm (MDT)	8.02	WTR > WTR - Booster Station & Well Logs	
<b>May 18, 2021</b>				<b>6.72</b>
8:20am (MDT)	3:03pm (MDT)	6.72	PARK > PARK - Mowing / Trimming	
<b>May 19, 2021</b>				<b>7.67</b>
9:00am (MDT)	4:40pm (MDT)	7.67	SWR > SWR - System Maintenance	
<b>May 20, 2021</b>				<b>9.22</b>
8:30am (MDT)	5:43pm (MDT)	9.22	SWR > SWR - Sewer Logs	
<b>May 21, 2021</b>				<b>6.83</b>
8:00am (MDT)	2:50pm (MDT)	6.83	IND > IND - Industrial Park Maintenance	
<b>May 22, 2021</b>				<b>6.17</b>
12:00pm (MDT)	6:10pm (MDT)	6.17	IND > IND - Industrial Park Maintenance	
<b>May 24, 2021</b>				<b>10.32</b>
8:30am (MDT)	9:00am (MDT)	0.50	MTG > MTG - Staff Meeting	
9:00am (MDT)	5:26pm (MDT)	8.43	PARK > PARK - Maintenance	
6:30pm (MDT)	7:53pm (MDT)	1.38	MTG > MTG - Council Meeting	
<b>May 25, 2021</b>				<b>8.00</b>
9:00am (MDT)	5:00pm (MDT)	8.00	WTR > Train - Water	
<b>May 26, 2021</b>				<b>8.00</b>
8:00am (MDT)	4:00pm (MDT)	8.00	WTR > Train - Water	
<b>May 27, 2021</b>				<b>8.08</b>
8:00am (MDT)	4:05pm (MDT)	8.08	WTR > Train - Water	
<b>May 28, 2021</b>				<b>8.08</b>
9:00am (MDT)	12:31pm (MDT)	3.52	STRTS > STRTS - Sign Maintenance / Replacement	
12:31pm (MDT)	5:05pm (MDT)	4.57	STRTS > STRTS - Sign Maintenance / Replacement	