

Kyla Gardner

Pay Period

5/16/2021 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	5/16/2021							
Monday	5/17/2021	7.00						
Tuesday	5/18/2021	6.97						
Wednesday	5/19/2021	7.07						
Thursday	5/20/2021	6.73						
Friday	5/21/2021	6.70						
Saturday	5/22/2021							
Total Week		34.47	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	5/23/2021							
Monday	5/24/2021	9.03						
Tuesday	5/25/2021	6.80						
Wednesday	5/26/2021	8.08						
Thursday	5/27/2021	8.13						
Friday	5/28/2021	3.73						
Saturday	5/29/2021							
Total Week		35.77	0.00	0.00	0.00	0.00	0.00	0.00
Sunday	5/30/2021							
Monday	5/31/2021						8.00	
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Total Week		0.00	0.00	0.00	0.00	0.00	8.00	0.00
Total Pay Period		70.24	0.00	0.00	0.00	0.00	8.00	0.00

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:

5/31/2021

VAC	Total
	0.00
	7.00
	6.97
	7.07
	6.73
	6.70
	0.00
0.00	34.47
	0.00
	9.03
	6.80
	8.08
	8.13
	3.73
	0.00
0.00	35.77
	0.00
	8.00
	0.00
	0.00
	0.00
	0.00
	0.00
0.00	8.00
0.00	78.24

**worked
city's tracking
(-Sheets)**

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Kyla Gardner

05/16/2021 to 05/31/2021

Regular	PTO	OT	DT	Total Hours
70.25	0.00	0.00	0.00	70.25

Time in	Time out	Duration		
May 17, 2021				7.00
8:17am	8:49am	0.53	MTG > MTG - Staff Meeting	
8:49am	3:17pm	6.47	ADM > ADM - Customer Relations	
May 18, 2021				6.97
8:21am	3:19pm	6.97	ADM > ADM - Customer Relations	
May 19, 2021				7.07
8:18am	3:22pm	7.07	ADM > ADM - Customer Relations	
May 20, 2021				6.73
8:26am	3:10pm	6.73	ADM > ADM - Customer Relations	
May 21, 2021				6.70
8:17am	2:59pm	6.70	ADM > ADM - Customer Relations	
May 24, 2021				9.03
8:19am	9:35am	1.27	MTG > MTG - Staff Meeting	
9:35am	3:12pm	5.62	ADM > ADM - Customer Relations	
6:07pm	8:16pm	2.15	MTG > MTG - Council Meeting	
May 25, 2021				6.80
8:29am	3:17pm	6.80	ADM > ADM - Customer Relations	
May 26, 2021				8.08
8:36am	4:41pm	8.08	ADM > ADM - Customer Relations	
May 27, 2021				8.13
8:05am	4:13pm	8.13	ADM > ADM - Customer Relations	
May 28, 2021				3.73
8:24am	12:08pm	3.73	ADM > ADM - Customer Relations	