

Dana Kautz

Pay Period

2/16/2024 to

2/29/2024

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									0.00	
Thursday									0.00	
Friday	2/16/2024								0.00	
Saturday	2/17/2024								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	2/18/2024								0.00	
Monday	2/19/2024								0.00	
Tuesday	2/20/2024								0.00	
Wednesday	2/21/2024	2.63							2.63	
Thursday	2/22/2024	2.65							2.65	
Friday	2/23/2024								0.00	
Saturday	2/24/2024								0.00	
Total Week		5.28	0.00	0.00	0.00	0.00	0.00	0.00	5.28	
Sunday	2/25/2024								0.00	
Monday	2/26/2024	2.75							2.75	
Tuesday	2/27/2024								0.00	
Wednesday	2/28/2024								0.00	
Thursday	2/29/2024								0.00	
Friday									0.00	
Saturday									0.00	
Total Week		2.75	0.00	0.00	0.00	0.00	0.00	0.00	2.75	
Total Pay Period		8.03	0.00	0.00	0.00	0.00	0.00	0.00	8.03	

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:

Name	Clock in date	Clock in time	Clock out date	Clock out time	Role	Wage rate	Actual vs. s	Total paid	Regular hours	Employee r	Manager note
Dana Kautz	February 21 2024	12:37pm	February 21 2024	3:15pm	City Treasurer		2.63	2.63	2.63		
Dana Kautz	February 22 2024	12:36pm	February 22 2024	3:15pm	City Treasurer		2.65	2.65	2.65		12:36 clock in, I forgot to clock in on my phone
Dana Kautz	February 26 2024	11:07am	February 26 2024	1:52pm	City Treasurer		2.75	2.75	2.75		
Totals for Dana Kautz							8.03	8.03	8.03		

