

**Kyla Gardner**

**Pay Period**

**8/1/2022 to**

**8/16/2022**

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	8/1/2022	7.42								7.42
Tuesday	8/2/2022	7.95								7.95
Wednesday	8/3/2022	7.27								7.27
Thursday	8/4/2022	9.65								9.65
Friday	8/5/2022									0.00
Saturday	8/6/2022									0.00
<b>Total Week</b>		<b>32.29</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>	<b>32.29</b>
Sunday	8/7/2022									0.00
Monday	8/8/2022	10.13								10.13
Tuesday	8/9/2022	7.52								7.52
Wednesday	8/10/2022	9.12								9.12
Thursday	8/11/2022	11.88								11.88
Friday	8/12/2022	1.35		0.30						1.65
Saturday	8/13/2022									0.00
<b>Total Week</b>		<b>40.00</b>	<b>0.00</b>	<b>0.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40.30</b>
Sunday	8/14/2022									0.00
Monday	8/15/2022	7.33								7.33
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
<b>Total Week</b>		<b>7.33</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>	<b>7.33</b>
<b>Total Pay Period</b>		<b>79.62</b>	<b>0.00</b>	<b>0.30</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>79.92</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:**

# Kyla Gardner

08/01/2022 to 08/15/2022

Regular	PTO	OT	DT	Total Hours
<b>79.62</b>	<b>0.00</b>	<b>0.30</b>	<b>0.00</b>	<b>79.92</b>

Time in	Time out	Duration		
<b>August 1, 2022</b>				<b>7.42</b>
7:50am	8:30am	0.67	ADM > ADM - Customer Relations	
8:30am	9:09am	0.65	MTG > MTG - Staff Meeting	
9:09am	3:15pm	6.10	ADM > ADM - Customer Relations	
<b>August 2, 2022</b>				<b>7.95</b>
7:47am	3:44pm	7.95	ADM > ADM - Customer Relations	
<b>August 3, 2022</b>				<b>7.27</b>
7:53am	3:09pm	7.27	ADM > ADM - Customer Relations	
<b>August 4, 2022</b>				<b>9.65</b>
7:52am	3:36pm	7.73	ADM > ADM - Customer Relations	
5:15pm	7:10pm	1.92	MTG > MTG - Other Government	
<b>NOTES: ICRMP training</b>				
<b>August 8, 2022</b>				<b>10.13</b>
7:45am	3:08pm	7.38	ADM > ADM - Customer Relations	
5:55pm	8:40pm	2.75	ADM > ADM - City Hall	
<b>August 9, 2022</b>				<b>7.52</b>
7:40am	3:11pm	7.52	ADM > ADM - Customer Relations	
<b>August 10, 2022</b>				<b>9.12</b>
7:44am	4:51pm	9.12	ADM > ADM - Customer Relations	
<b>August 11, 2022</b>				<b>11.88</b>
6:15am	9:00am	2.75	ADM > Train - Travel for Training	
9:00am	3:00pm	6.00	MTG > MTG - Other Government	
<b>NOTES: Community Health Training in Boise</b>				
3:00pm	6:08pm	3.13	ADM > Train - Travel for Training	
<b>August 12, 2022</b>				<b>1.65</b>
9:59am	11:38am	1.65	ADM > ADM - Customer Relations	
<b>August 15, 2022</b>				<b>7.33</b>
7:50am	3:10pm	7.33	ADM > ADM - Customer Relations	