

**Kyla Gardner**

**Pay Period**

**7/16/2022 to**

**7/31/2022**

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									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	7/16/2022								0.00	
<b>Total Week</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>0.00</b>	
Sunday	7/17/2022								0.00	
Monday	7/18/2022	8.00							8.00	
Tuesday	7/19/2022	6.73							6.73	
Wednesday	7/20/2022	6.57							6.57	
Thursday	7/21/2022	7.07							7.07	
Friday	7/22/2022	3.80							3.80	
Saturday	7/23/2022								0.00	
<b>Total Week</b>		<b>32.17</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>32.17</b>	
Sunday	7/24/2022								0.00	
Monday	7/25/2022	7.70							7.70	
Tuesday	7/26/2022	8.43							8.43	
Wednesday	7/27/2022	7.93							7.93	
Thursday	7/28/2022	6.87							6.87	
Friday	7/29/2022	7.08							7.08	
Saturday	7/30/2022								0.00	
<b>Total Week</b>		<b>38.01</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>38.01</b>	
<b>Total Pay Period</b>		<b>70.18</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>70.18</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

07/16/2022 to 07/31/2022

Regular	PTO	OT	DT	Total Hours
<b>70.18</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70.18</b>

Time in	Time out	Duration		
<b>July 18, 2022</b>				<b>8.00</b>
8:18am	9:07am	0.82	MTG > MTG - Staff Meeting	
9:07am	4:18pm	7.18	ADM > ADM - Customer Relations	
<b>July 19, 2022</b>				<b>6.73</b>
8:24am	3:08pm	6.73	ADM > ADM - Customer Relations	
<b>July 20, 2022</b>				<b>6.57</b>
8:31am	3:05pm	6.57	ADM > ADM - Customer Relations	
<b>July 21, 2022</b>				<b>7.07</b>
8:33am	3:37pm	7.07	ADM > ADM - Customer Relations	
<b>July 22, 2022</b>				<b>3.80</b>
8:30am	12:18pm	3.80	ADM > ADM - Customer Relations	
<b>July 25, 2022</b>				<b>7.70</b>
8:27am	4:09pm	7.70	ADM > ADM - Customer Relations	
<b>July 26, 2022</b>				<b>8.43</b>
8:23am	3:07pm	6.73	ADM > ADM - Customer Relations	
7:17pm	8:59pm	1.70	ADM > ADM - Customer Relations	
<b>NOTES:</b> Worked on Boil Order for City				
<b>July 27, 2022</b>				<b>7.93</b>
8:29am	3:09pm	6.67	ADM > ADM - Customer Relations	
5:55pm	7:11pm	1.27	MTG > MTG - Council Meeting	
<b>NOTES:</b> Rescheduled City Council Meeting				
<b>July 28, 2022</b>				<b>6.87</b>
8:27am	3:19pm	6.87	ADM > ADM - Customer Relations	
<b>July 29, 2022</b>				<b>7.08</b>
8:41am	3:46pm	7.08	ADM > ADM - Customer Relations	