

Kyla Gardner

Pay Period

3/16/2022 to

3/31/2022

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	3/16/2022	6.57							6.57	
Thursday	3/17/2022	6.48							6.48	
Friday	3/18/2022	3.90							3.90	
Saturday	3/19/2022								0.00	
<b>Total Week</b>		<b>16.95</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>16.95</b>	
Sunday	3/20/2022								0.00	
Monday	3/21/2022	6.72							6.72	
Tuesday	3/22/2022	6.55							6.55	
Wednesday	3/23/2022	9.70							9.70	
Thursday	3/24/2022	6.35							6.35	
Friday	3/25/2022	3.65							3.65	
Saturday	3/26/2022								0.00	
<b>Total Week</b>		<b>32.97</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>32.97</b>	
Sunday	3/27/2022								0.00	
Monday	3/28/2022	6.48							6.48	
Tuesday	3/29/2022	6.63							6.63	
Wednesday	3/30/2022	6.57							6.57	
Thursday	3/31/2022	8.88							8.88	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>28.56</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>28.56</b>	
<b>Total Pay Period</b>		<b>78.48</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>78.48</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

03/16/2022 to 03/31/2022

Regular	PTO	OT	DT	Total Hours
<b>78.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>78.48</b>

Time in	Time out	Duration		
<b>March 16, 2022</b>				<b>6.57</b>
8:34am	3:08pm	6.57	ADM > ADM - Customer Relations	
<b>March 17, 2022</b>				<b>6.48</b>
8:29am	2:58pm	6.48	ADM > ADM - Customer Relations	
<b>March 18, 2022</b>				<b>3.90</b>
8:29am	12:23pm	3.90	ADM > ADM - Customer Relations	
<b>March 21, 2022</b>				<b>6.72</b>
8:24am	9:13am	0.82	MTG > MTG - Staff Meeting	
9:13am	3:07pm	5.90	ADM > ADM - Customer Relations	
<b>March 22, 2022</b>				<b>6.55</b>
8:35am	3:08pm	6.55	ADM > ADM - Customer Relations	
<b>March 23, 2022</b>				<b>9.70</b>
8:27am	3:11pm	6.73	ADM > ADM - Customer Relations	
5:59pm	8:57pm	2.97	MTG > MTG - Other Government	
<b>NOTES:</b> Leadership Academy WeCan Bootcamp				
<b>March 24, 2022</b>				<b>6.35</b>
8:46am	3:07pm	6.35	ADM > ADM - Customer Relations	
<b>March 25, 2022</b>				<b>3.65</b>
8:42am	12:21pm	3.65	ADM > ADM - Customer Relations	
<b>March 28, 2022</b>				<b>6.48</b>
8:26am	10:00am	1.57	MTG > MTG - Staff Meeting	
10:00am	2:55pm	4.92	ADM > ADM - Customer Relations	
<b>March 29, 2022</b>				<b>6.63</b>
8:40am	3:18pm	6.63	ADM > ADM - Customer Relations	
<b>March 30, 2022</b>				<b>6.57</b>
8:23am	2:57pm	6.57	ADM > ADM - Customer Relations	
<b>March 31, 2022</b>				<b>8.88</b>
8:33am	3:07pm	6.57	ADM > ADM - Customer Relations	
6:04pm	8:23pm	2.32	MTG > MTG - Other Government	
<b>NOTES:</b> Leadership Academy				