

Kyla Gardner

Pay Period

4/1/2022 to

4/15/2022

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	4/1/2022	5.27							5.27	
Saturday	4/2/2022								0.00	
Total Week		5.27	0.00	0.00	0.00	0.00	0.00	0.00	5.27	
Sunday	4/3/2022								0.00	
Monday	4/4/2022	9.27							9.27	
Tuesday	4/5/2022	7.13							7.13	
Wednesday	4/6/2022	9.57							9.57	
Thursday	4/7/2022	7.72							7.72	
Friday	4/8/2022	5.23							5.23	
Saturday	4/9/2022								0.00	
Total Week		38.92	0.00	0.00	0.00	0.00	0.00	0.00	38.92	
Sunday	4/10/2022								0.00	
Monday	4/11/2022	8.72							8.72	
Tuesday	4/12/2022	6.23							6.23	
Wednesday	4/13/2022	6.32							6.32	
Thursday	4/14/2022	6.28							6.28	
Friday	4/15/2022	3.64							3.64	
Saturday									0.00	
Total Week		31.19	0.00	0.00	0.00	0.00	0.00	0.00	31.19	
Total Pay Period		75.38	0.00	0.00	0.00	0.00	0.00	0.00	75.38	

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

04/01/2022 to 04/15/2022

Regular **75.38** PTO **0.00** OT **0.00** DT **0.00** Total Hours **75.38**

Time in	Time out	Duration	
April 1, 2022			5.27
8:24am	1:40pm	5.27	ADM > ADM - Customer Relations
April 4, 2022			9.27
8:22am	5:38pm	9.27	ADM > ADM - Customer Relations
April 5, 2022			7.13
8:45am	3:53pm	7.13	ADM > ADM - Customer Relations
April 6, 2022			9.57
8:25am	3:25pm	7.00	ADM > ADM - Customer Relations
6:05pm	8:39pm	2.57	MTG > MTG - Other Government
NOTES: Leadership Academy			
April 7, 2022			7.72
8:30am	4:13pm	7.72	ADM > ADM - Customer Relations
April 8, 2022			5.23
8:47am	2:01pm	5.23	ADM > ADM - Customer Relations
April 11, 2022			8.72
8:25am	9:13am	0.80	MTG > MTG - Staff Meeting
9:13am	2:55pm	5.70	ADM > ADM - Customer Relations
5:50pm	8:03pm	2.22	MTG > MTG - Council Meeting
April 12, 2022			6.23
8:43am	2:57pm	6.23	ADM > ADM - Customer Relations
April 13, 2022			6.32
8:37am	2:56pm	6.32	ADM > ADM - Customer Relations
April 14, 2022			6.28
8:48am	3:05pm	6.28	ADM > ADM - Customer Relations
April 15, 2022			3.65
8:45am	12:24pm	3.65	ADM > ADM - Customer Relations