

Kyla Gardner

Pay Period

9/1/2021 to

9/15/2021

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	9/1/2021	6.73							6.73	
Thursday	9/2/2021	6.30							6.30	
Friday	9/3/2021	6.92							6.92	
Saturday	9/4/2021								0.00	
<b>Total Week</b>		<b>19.95</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>19.95</b>	
Sunday	9/5/2021								0.00	
Monday	9/6/2021					8.00			8.00	
Tuesday	9/7/2021	6.78							6.78	
Wednesday	9/8/2021	6.62							6.62	
Thursday	9/9/2021	6.57							6.57	
Friday	9/10/2021	1.43							1.43	
Saturday	9/11/2021	3.00							3.00	
<b>Total Week</b>		<b>24.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32.40</b>	
Sunday	9/12/2021								0.00	
Monday	9/13/2021	8.87							8.87	
Tuesday	9/14/2021	6.95							6.95	
Wednesday	9/15/2021	6.31							6.31	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>22.13</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>22.13</b>	
<b>Total Pay Period</b>		<b>66.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.48</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

09/01/2021 to 09/15/2021

Regular	PTO	OT	DT	Total Hours
<b>66.48</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>66.48</b>

Time in	Time out	Duration	
<b>September 1, 2021</b>			
8:46am	3:30pm	6.73	ADM > ADM - Customer Relations
<b>September 2, 2021</b>			
8:53am	3:11pm	6.30	ADM > ADM - Customer Relations
<b>September 3, 2021</b>			
8:35am	12:45pm	4.17	ADM > ADM - Customer Relations
2:29pm	5:14pm	2.75	ADM > ADM - Customer Relations
<b>September 7, 2021</b>			
8:30am	9:12am	0.70	MTG > MTG - Staff Meeting
9:12am	3:17pm	6.08	ADM > ADM - Customer Relations
<b>September 8, 2021</b>			
8:37am	3:14pm	6.62	ADM > ADM - Customer Relations
<b>September 9, 2021</b>			
8:40am	3:14pm	6.57	ADM > ADM - Customer Relations
<b>September 10, 2021</b>			
8:42am	10:08am	1.43	ADM > ADM - Customer Relations
<b>September 11, 2021</b>			
12:08pm	3:08pm	3.00	ADM > ADM - Customer Relations
<b>September 13, 2021</b>			
8:17am	9:17am	1.00	MTG > MTG - Staff Meeting
9:17am	3:08pm	5.85	ADM > ADM - Customer Relations
6:01pm	8:02pm	2.02	MTG > MTG - Council Meeting
<b>September 14, 2021</b>			
8:21am	3:18pm	6.95	ADM > ADM - Customer Relations
<b>September 15, 2021</b>			
8:41am	3:00pm	6.32	ADM > ADM - Customer Relations