

Daniel Potter

Pay Period

8/16/2021 to

8/31/2021

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	8/16/2021	9.63							9.63	
Tuesday	8/17/2021	9.35							9.35	
Wednesday	8/18/2021	7.33							7.33	
Thursday	8/19/2021	8.95							8.95	
Friday	8/20/2021	4.74		1.30					6.04	
Saturday	8/21/2021			9.20					9.20	
Total Week		40.00	0.00	10.50	0.00	0.00	0.00	0.00	50.50	
Sunday	8/22/2021								0.00	
Monday	8/23/2021	5.43							5.43	
Tuesday	8/24/2021	8.18							8.18	
Wednesday	8/25/2021	8.07							8.07	
Thursday	8/26/2021	7.50							7.50	
Friday	8/27/2021	3.50							3.50	
Saturday	8/28/2021								0.00	
Total Week		32.68	0.00	0.00	0.00	0.00	0.00	0.00	32.68	
Sunday	8/29/2021								0.00	
Monday	8/30/2021	7.62							7.62	
Tuesday	8/31/2021	9.13							9.13	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		16.75	0.00	0.00	0.00	0.00	0.00	0.00	16.75	
Total Pay Period		89.43	0.00	10.50	0.00	0.00	0.00	0.00	99.93	

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:

Daniel Potter

08/16/2021 to 08/31/2021

Regular	PTO	OT	DT	Total Hours
89.43	0.00	10.50	0.00	99.93

Time in	Time out	Duration	
August 16, 2021			
8:30am (MDT)	12:26pm (MDT)	3.93	WTR > WTR - Booster Station & Well Logs
12:26pm (MDT)	6:08pm (MDT)	5.70	PARK > PARK - Mowing / Trimming
August 17, 2021			
8:00am (MDT)	9:37am (MDT)	1.62	PARK > PARK - Irrigation
9:37am (MDT)	3:19pm (MDT)	5.70	STRTS > STRTS - Storm Drainage
3:19pm (MDT)	5:21pm (MDT)	2.03	WTR > WTR - Well #4 Maintenance
August 18, 2021			
8:00am (MDT)	10:20am (MDT)	2.33	WTR > WTR - Booster Station & Well Logs
10:20am (MDT)	3:20pm (MDT)	5.00	STRTS > STRTS - Storm Drainage
August 19, 2021			
8:35am (MDT)	10:28am (MDT)	1.88	WTR > WTR - Booster Station & Well Logs
10:28am (MDT)	5:32pm (MDT)	7.07	STRTS > STRTS - Storm Drainage
August 20, 2021			
8:15am (MDT)	9:33am (MDT)	1.30	WTR > WTR - Booster Station & Well Logs
9:33am (MDT)	1:20pm (MDT)	3.78	WTR > WTR - Meter Reading
1:20pm (MDT)	2:17pm (MDT)	0.95	STRTS > STRTS - Peterson Pathway
August 21, 2021			
8:30am (MDT)	5:42pm (MDT)	9.20	STRTS > STRTS - Road Hazard
NOTES: Community clean up			
August 23, 2021			
7:30am (MDT)	8:30am (MDT)	1.00	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:20am (MDT)	0.83	MTG > MTG - Staff Meeting
9:20am (MDT)	11:54am (MDT)	2.57	PARK > PARK - Mowing / Trimming
11:54am (MDT)	12:56pm (MDT)	1.03	PARK > PARK - Irrigation
August 24, 2021			
8:45am (MDT)	10:19am (MDT)	1.57	WTR > WTR - Booster Station & Well Logs
10:19am (MDT)	4:56pm (MDT)	6.62	PARK > PARK - Restroom
August 25, 2021			
9:00am (MDT)	10:04am (MDT)	1.07	WTR > WTR - Booster Station & Well Logs
10:04am (MDT)	1:43pm (MDT)	3.65	WTR > WTR - Leak Letters
1:43pm (MDT)	5:04pm (MDT)	3.35	STRTS > STRTS - Storm Drainage
August 26, 2021			
9:00am (MDT)	10:34am (MDT)	1.57	PARK > PARK - Irrigation

10:34am (MDT)	3:18pm (MDT)	4.73	PARK › PARK - Maintenance
3:18pm (MDT)	4:30pm (MDT)	1.20	STRTS › STRTS - Storm Drainage
August 27, 2021			3.50
9:00am (MDT)	10:18am (MDT)	1.30	WTR › WTR - Booster Station & Well Logs
10:18am (MDT)	11:33am (MDT)	1.25	PARK › PARK - Irrigation
11:33am (MDT)	12:30pm (MDT)	0.95	EQP › EQP - F350 Truck Maintenance
August 30, 2021			7.62
8:30am (MDT)	9:20am (MDT)	0.83	MTG › MTG - Staff Meeting
9:20am (MDT)	11:36am (MDT)	2.27	WTR › WTR - Booster Station & Well Logs
11:36am (MDT)	1:51pm (MDT)	2.25	PARK › PARK - Mowing / Trimming
1:51pm (MDT)	4:07pm (MDT)	2.27	WTR › WTR - Well #4 Maintenance
August 31, 2021			9.13
9:00am (MDT)	10:38am (MDT)	1.63	PARK › PARK - Irrigation
10:38am (MDT)	11:26am (MDT)	0.80	WTR › WTR - Booster Station & Well Logs
11:26am (MDT)	3:12pm (MDT)	3.77	STRTS › STRTS - Street Sweeping
3:13pm (MDT)	6:09pm (MDT)	2.93	PARK › PARK - Irrigation