

Kyla Gardner

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	6.73							6.73	
Tuesday	8/17/2021	6.42							6.42	
Wednesday	8/18/2021	6.58							6.58	
Thursday	8/19/2021	6.47							6.47	
Friday	8/20/2021	4.48							4.48	
Saturday	8/21/2021								0.00	
Total Week		30.68	0.00	0.00	0.00	0.00	0.00	0.00	30.68	
Sunday	8/22/2021								0.00	
Monday	8/23/2021	9.65							9.65	
Tuesday	8/24/2021	8.75							8.75	
Wednesday	8/25/2021	6.38							6.38	
Thursday	8/26/2021	6.27							6.27	
Friday	8/27/2021	5.97							5.97	
Saturday	8/28/2021								0.00	
Total Week		37.02	0.00	0.00	0.00	0.00	0.00	0.00	37.02	
Sunday	8/29/2021								0.00	
Monday	8/30/2021	7.20							7.20	
Tuesday	8/31/2021	6.57							6.57	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		13.77	0.00	0.00	0.00	0.00	0.00	0.00	13.77	
Total Pay Period		81.47	0.00	0.00	0.00	0.00	0.00	0.00	81.47	

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

08/16/2021 to 08/31/2021

Regular	PTO	OT	DT	Total Hours
81.47	0.00	0.00	0.00	81.47

Time in	Time out	Duration		
August 16, 2021				6.73
8:26am	3:10pm	6.73	ADM > ADM - Customer Relations	
August 17, 2021				6.42
8:43am	3:08pm	6.42	ADM > ADM - Customer Relations	
August 18, 2021				6.58
8:45am	3:20pm	6.58	ADM > ADM - Customer Relations	
August 19, 2021				6.47
8:44am	3:12pm	6.47	ADM > ADM - Customer Relations	
August 20, 2021				4.48
8:48am	1:17pm	4.48	ADM > ADM - Customer Relations	
August 23, 2021				9.65
8:26am	9:23am	0.95	MTG > MTG - Staff Meeting	
9:23am	3:10pm	5.78	ADM > ADM - Customer Relations	
6:01pm	8:56pm	2.92	MTG > MTG - Council Meeting	
August 24, 2021				8.75
8:35am	4:05pm	7.50	ADM > ADM - Customer Relations	
6:30pm	7:45pm	1.25	MTG > MTG - Citizen Advisory Committee	
August 25, 2021				6.38
8:43am	3:06pm	6.38	ADM > ADM - Customer Relations	
August 26, 2021				6.27
8:52am	3:08pm	6.27	ADM > ADM - Customer Relations	
August 27, 2021				5.97
8:15am	2:13pm	5.97	ADM > ADM - Customer Relations	
August 30, 2021				7.20
8:30am	9:40am	1.17	MTG > MTG - Staff Meeting	
9:40am	3:42pm	6.03	ADM > ADM - Customer Relations	
August 31, 2021				6.57
8:46am	3:20pm	6.57	ADM > ADM - Customer Relations	