

Daniel Potter

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								0.00	
Thursday	9/2/2021	9.48							9.48	
Friday	9/3/2021	8.75							8.75	
Saturday	9/4/2021								0.00	
Total Week		18.23	0.00	0.00	0.00	0.00	0.00	0.00	18.23	
Sunday	9/5/2021								0.00	
Monday	9/6/2021					8.00			8.00	
Tuesday	9/7/2021	2.98							2.98	
Wednesday	9/8/2021	9.24							9.24	
Thursday	9/9/2021	8.28							8.28	
Friday	9/10/2021	7.48							7.48	
Saturday	9/11/2021								0.00	
Total Week		27.98	0.00	0.00	0.00	8.00	0.00	0.00	35.98	
Sunday	9/12/2021								0.00	
Monday	9/13/2021	12.41							12.41	
Tuesday	9/14/2021	7.80							7.80	
Wednesday	9/15/2021	7.67							7.67	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		27.88	0.00	0.00	0.00	0.00	0.00	0.00	27.88	
Total Pay Period		74.09	0.00	0.00	0.00	8.00	0.00	0.00	82.09	

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

09/01/2021 to 09/15/2021

Regular	PTO	OT	DT	Total Hours
74.10	0.00	0.00	0.00	74.10

Time in	Time out	Duration	
September 2, 2021			
7:45am (MDT)	5:14pm (MDT)	9.48	PARK > PARK - Mowing / Trimming
September 3, 2021			
8:30am (MDT)	5:15pm (MDT)	8.75	WTR > WTR - Booster Pump Maintenance
September 7, 2021			
7:35am (MDT)	8:30am (MDT)	0.92	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:02am (MDT)	0.53	MTG > MTG - Staff Meeting
9:02am (MDT)	10:34am (MDT)	1.53	PARK > PARK - Restroom
September 8, 2021			
8:15am (MDT)	5:29pm (MDT)	9.23	WTR > WTR - Booster Station & Well Logs
September 9, 2021			
8:30am (MDT)	4:47pm (MDT)	8.28	WTR > WTR - Booster Station & Well Logs
September 10, 2021			
9:15am (MDT)	4:44pm (MDT)	7.48	WTR > WTR - Booster Station & Well Logs
September 13, 2021			
8:01am (MDT)	8:30am (MDT)	0.48	WTR > WTR - Booster Station & Well Logs
8:30am (MDT)	9:12am (MDT)	0.70	MTG > MTG - Staff Meeting
9:12am (MDT)	11:43am (MDT)	2.52	PW > PW - Office Time
11:43am (MDT)	3:31pm (MDT)	3.80	EQP > EQP - Backhoe Maintenance
3:31pm (MDT)	5:12pm (MDT)	1.68	EQP > EQP - Parts Run
5:12pm (MDT)	8:26pm (MDT)	3.23	EQP > EQP - Backhoe Maintenance
September 14, 2021			
7:40am (MDT)	8:57am (MDT)	1.28	WTR > WTR - Booster Station & Well Logs
8:57am (MDT)	11:38am (MDT)	2.68	STRTS > STRTS - Storm Drainage
11:38am (MDT)	3:28pm (MDT)	3.83	EQP > EQP - Backhoe Maintenance
September 15, 2021			
9:00am (MDT)	1:04pm (MDT)	4.07	PARK > PARK - Mowing / Trimming
1:04pm (MDT)	4:05pm (MDT)	3.02	WTR > Train - Water
4:05pm (MDT)	4:40pm (MDT)	0.58	PARK > PARK - Irrigation