

Dana Kautz

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	6.18							6.18	
Tuesday	8/17/2021	5.33							5.33	
Wednesday	8/18/2021	5.68							5.68	
Thursday	8/19/2021								0.00	
Friday	8/20/2021								0.00	
Saturday	8/21/2021								0.00	
<b>Total Week</b>		<b>17.19</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>17.19</b>	
Sunday	8/22/2021								0.00	
Monday	8/23/2021	2.60							2.60	
Tuesday	8/24/2021								0.00	
Wednesday	8/25/2021	2.18							2.18	
Thursday	8/26/2021	0.93							0.93	
Friday	8/27/2021								0.00	
Saturday	8/28/2021								0.00	
<b>Total Week</b>		<b>5.71</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>5.71</b>	
Sunday	8/29/2021								0.00	
Monday	8/30/2021	1.00							1.00	
Tuesday	8/31/2021								0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>1.00</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>1.00</b>	
<b>Total Pay Period</b>		<b>23.90</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>23.90</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:

# Dana Kautz

08/16/2021 to 08/31/2021

Regular	PTO	OT	DT	Total Hours
<b>23.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.90</b>

Time in	Time out	Duration	
<b>August 16, 2021</b>			<b>6.18</b>
8:35am (MDT)	2:46pm (MDT)	6.18	ADM > ADM - Customer Relations
<b>August 17, 2021</b>			<b>5.33</b>
9:40am (MDT)	3:00pm (MDT)	5.33	Shift Total
<b>August 18, 2021</b>			<b>5.68</b>
9:27am (MDT)	3:08pm (MDT)	5.68	ADM > ADM - Customer Relations
<b>August 23, 2021</b>			<b>2.60</b>
6:05pm (MDT)	8:41pm (MDT)	2.60	MTG > MTG - Council Meeting
<b>August 25, 2021</b>			<b>2.18</b>
1:20pm (MDT)	2:30pm (MDT)	1.17	ADM > ADM - Customer Relations
3:18pm (MDT)	4:19pm (MDT)	1.02	ADM > ADM - Customer Relations
<b>August 26, 2021</b>			<b>0.92</b>
3:54pm (MDT)	4:06pm (MDT)	0.20	ADM > ADM - Customer Relations
9:50pm (MDT)	10:33pm (MDT)	0.72	ADM > ADM - Customer Relations
<b>August 31, 2021</b>			<b>1.00</b>
9:00pm (MDT)	10:00pm (MDT)	1.00	Shift Total