

Kyla Gardner

Pay Period

1/1/2024 to

1/15/2024

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	1/1/2024						8.00		8.00	
Tuesday	1/2/2024	8.67							8.67	
Wednesday	1/3/2024	7.65							7.65	
Thursday	1/4/2024	7.48							7.48	
Friday	1/5/2024	2.07					6.00		8.07	
Saturday	1/6/2024								0.00	
Total Week		25.87	0.00	0.00	0.00	0.00	8.00	6.00	0.00	39.87
Sunday	1/7/2024								0.00	
Monday	1/8/2024	10.37							10.37	
Tuesday	1/9/2024	7.55							7.55	
Wednesday	1/10/2024	7.53							7.53	
Thursday	1/11/2024	7.63							7.63	
Friday	1/12/2024						8.00		8.00	
Saturday	1/13/2024								0.00	
Total Week		33.08	0.00	0.00	0.00	0.00	8.00	8.00	0.00	41.08
Sunday	1/14/2024								0.00	
Monday	1/15/2024						8.00		8.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	8.00
Total Pay Period		58.95	0.00	0.00	0.00	0.00	16.00	14.00	0.00	88.95

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

01/01/2024 to 01/15/2024

Regular	PTO	OT	DT	Total Hours
58.95	0.00	0.00	0.00	58.95

Time in	Time out	Duration	
January 2, 2024			
7:48am	4:28pm	8.67	ADM > ADM - Customer Relations
January 3, 2024			
7:41am	3:20pm	7.65	ADM > ADM - Customer Relations
January 4, 2024			
7:55am	3:24pm	7.48	ADM > ADM - Customer Relations
January 5, 2024			
10:15am	12:19pm	2.07	ADM > ADM - Customer Relations
January 8, 2024			
7:52am	3:34pm	7.70	ADM > ADM - Customer Relations
5:48pm	8:28pm	2.67	MTG > MTG - Council Meeting
January 9, 2024			
7:57am	3:30pm	7.55	ADM > ADM - Customer Relations
January 10, 2024			
7:54am	3:26pm	7.53	ADM > ADM - Customer Relations
January 11, 2024			
7:49am	3:27pm	7.63	ADM > ADM - Customer Relations