

Kyla Gardner

Pay Period

1/16/2024 to

1/31/2024

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									0.00	
Tuesday	1/16/2024	7.62							7.62	
Wednesday	1/17/2024	7.47							7.47	
Thursday	1/18/2024	8.00							8.00	
Friday	1/19/2024	2.40					5.60		8.00	
Saturday	1/20/2024								0.00	
Total Week		25.49	0.00	0.00	0.00	0.00	5.60	0.00	31.09	
Sunday	1/21/2024								0.00	
Monday	1/22/2024	6.95							6.95	
Tuesday	1/23/2024	7.65							7.65	
Wednesday	1/24/2024	7.20							7.20	
Thursday	1/25/2024	7.53							7.53	
Friday	1/26/2024						8.00		8.00	
Saturday	1/27/2024								0.00	
Total Week		29.33	0.00	0.00	0.00	0.00	8.00	0.00	37.33	
Sunday	1/28/2024								0.00	
Monday	1/29/2024	7.72							7.72	
Tuesday	1/30/2024	7.48							7.48	
Wednesday	1/31/2024	7.53							7.53	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		22.73	0.00	0.00	0.00	0.00	0.00	0.00	22.73	
Total Pay Period		77.55	0.00	0.00	0.00	0.00	13.60	0.00	91.15	

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

01/16/2024 to 01/31/2024

Regular	PTO	OT	DT	Total Hours
77.55	0.00	0.00	0.00	77.55

Time in	Time out	Duration	
January 16, 2024			7.62
7:49am	3:26pm	7.62	ADM > ADM - Customer Relations
January 17, 2024			7.47
7:52am	3:20pm	7.47	ADM > ADM - Customer Relations
January 18, 2024			8.00
7:58am	3:58pm	8.00	ADM > ADM - Customer Relations
January 19, 2024			2.40
9:44am	12:08pm	2.40	ADM > ADM - Customer Relations
January 22, 2024			6.95
7:50am	2:47pm	6.95	ADM > ADM - Customer Relations
January 23, 2024			7.65
7:47am	3:26pm	7.65	ADM > ADM - Customer Relations
January 24, 2024			7.20
7:48am	3:00pm	7.20	ADM > ADM - Customer Relations
January 25, 2024			7.53
7:51am	3:23pm	7.53	ADM > ADM - Customer Relations
January 29, 2024			7.72
7:49am	3:32pm	7.72	ADM > ADM - Customer Relations
January 30, 2024			7.48
7:51am	3:20pm	7.48	ADM > ADM - Customer Relations
January 31, 2024			7.53
7:51am	3:23pm	7.53	ADM > ADM - Customer Relations