

Hunter Brown

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	8.50							8.50	
Wednesday	1/3/2024	8.50							8.50	
Thursday	1/4/2024	15.75							15.75	
Friday	1/5/2024	7.25		3.65					10.90	
Saturday	1/6/2024								0.00	
Total Week		40.00	0.00	3.65	0.00	0.00	8.00	0.00	0.00	51.65
Sunday	1/7/2024								0.00	
Monday	1/8/2024	10.10							10.10	
Tuesday	1/9/2024	8.50							8.50	
Wednesday	1/10/2024	10.00							10.00	
Thursday	1/11/2024	3.28							3.28	
Friday	1/12/2024	8.12		6.33					14.45	
Saturday	1/13/2024			3.80					3.80	
Total Week		40.00	0.00	10.13	0.00	0.00	0.00	0.00	0.00	50.13
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		80.00	0.00	13.78	0.00	0.00	16.00	0.00	0.00	109.78

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:

Hunter Brown

01/01/2024 to 01/15/2024

Regular	PTO	OT	DT	Total Hours
80.00	0.00	13.78	0.00	93.78

Time in	Time out	Duration	
January 2, 2024			8.50
7:30am (MST)	8:00am (MST)	0.50	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
8:00am (MST)	8:26am (MST)	0.43	MTG > MTG - Staff Meeting
NOTES: Prep for meeting.			
8:26am (MST)	9:00am (MST)	0.57	MTG > MTG - Staff Meeting
9:00am (MST)	4:00pm (MST)	7.00	EQP > EQP - F350 Truck Maintenance
NOTES: Begin engine removal while awaiting budget info			
January 3, 2024			8.50
7:30am (MST)	9:00am (MST)	1.50	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
9:00am (MST)	10:00am (MST)	1.00	WTR > WTR - Water Testing
NOTES: Continue flushing north east side of town.			
10:00am (MST)	3:57pm (MST)	5.95	EQP > EQP - F350 Truck Maintenance
NOTES: Continue disassembly necessary for engine removal. Mark and Clean components as they are removed.			
3:57pm (MST)	4:00pm (MST)	0.05	WTR > WTR - Water Testing
NOTES: Discontinue flushing and clean up site.			
January 4, 2024			15.75
7:30am (MST)	8:15am (MST)	0.75	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
8:15am (MST)	11:15pm (MST)	15.00	EMERGENCY > 1 Emergency - Water
NOTES: Determine and isolate system leaks. Being repair on North Hiegho.			
January 5, 2024			10.90
8:39am (MST)	7:33pm (MST)	10.90	WTR > WTR - Service Call
NOTES: Stan Hall - replace meter and register.			
January 8, 2024			10.10
7:30am (MST)	8:04am (MST)	0.57	SWR > SWR - System Maintenance
NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)			
8:04am (MST)	9:45am (MST)	1.68	MTG > MTG - Staff Meeting
NOTES: Prep for stag meeting			
9:45am (MST)	1:30pm (MST)	3.75	WTR > WTR - Service Call
NOTES: South Miller tailor Park to reactivate meters, thaw, test,			
1:30pm (MST)	3:57pm (MST)	2.45	EQP > EQP - F350 Truck Maintenance

NOTES: Pull engine.

6:23pm (MST) 8:02pm (MST) 1.65 MTG > MTG - Council Meeting

January 9, 2024 **8.50**

7:30am (MST) 11:31am (MST) 4.02 IND > IND - Industrial Park Maintenance

NOTES: Snow removal by hand around shop, screen room and office entrances. Use loader to flatten around industrial Park and plant roads.

11:31am (MST) 4:00pm (MST) 4.48 EQP > EQP - F350 Truck Maintenance

NOTES: Finish pulling engine and place on stand.

January 10, 2024 **10.00**

1:00am (MST) 6:00am (MST) 5.00 STRTS > STRTS - Snow Removal

11:00am (MST) 1:30pm (MST) 2.50 STRTS > STRTS - Snow Removal

NOTES: Hydrants

1:30pm (MST) 4:00pm (MST) 2.50 SWR > Train - Sewer

NOTES: Clean shop while attending Sewer class.

January 11, 2024 **3.28**

7:30am (MST) 9:00am (MST) 1.50 SWR > SWR - System Maintenance

NOTES: Daily Sewer Data Recording. Daily Headworks Unit inspection/cleaning. Daily Aeration Compressors inspection. Inspections performed in -full maintenance PPE- to build habit, and keep organized. (Class 2-3 reflective gear, eyewear, DAX hat, gloves, and occasionally a respirator)

9:00am (MST) 10:47am (MST) 1.78 SWR > Train - Sewer

NOTES: Camera Sewer in ally next to Shayleens Brooks. Inspect for "pipe snake in lateral"

January 12, 2024 **14.45**

12:30am (MST) 6:11am (MST) 5.68 STRTS > STRTS - Snow Removal

6:11am (MST) 2:57pm (MST) 8.77 WTR > WTR - Booster Station & Well Logs

NOTES: Snow removal

January 13, 2024 **3.80**

9:12am (MST) 1:00pm (MST) 3.80 WTR > WTR - Service Call

NOTES: Thaw Fred McFaddens water meter