

Kyla Gardner

Pay Period

7/1/2024 to

7/15/2024

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	7/1/2024	7.75							7.75	
Tuesday	7/2/2024	7.50							7.50	
Wednesday	7/3/2024	7.55							7.55	
Thursday	7/4/2024					8.00			8.00	
Friday	7/5/2024							8.00	8.00	
Saturday	7/6/2024								0.00	
Total Week		22.80	0.00	0.00	0.00	0.00	8.00	0.00	8.00	38.80
Sunday	7/7/2024								0.00	
Monday	7/8/2024							8.00	8.00	
Tuesday	7/9/2024							8.00	8.00	
Wednesday	7/10/2024							8.00	8.00	
Thursday	7/11/2024							8.00	8.00	
Friday	7/12/2024							8.00	8.00	
Saturday	7/13/2024								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	40.00
Sunday	7/14/2024	1.12							1.12	
Monday	7/15/2024	7.80							7.80	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		8.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8.92
Total Pay Period		31.72	0.00	0.00	0.00	0.00	8.00	0.00	48.00	87.72

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:

Name	Clock in date	Clock in time	Clock out date	Clock out ti	Actual vs. s	Total paid h	Regular hours
Kyla Gardner	July 1 2024	7:43am	July 1 2024	3:28pm	7.75	7.75	7.75
Kyla Gardner	July 2 2024	7:43am	July 2 2024	3:13pm	7.5	7.5	7.5
Kyla Gardner	July 3 2024	7:42am	July 3 2024	3:15pm	7.55	7.55	7.55
Kyla Gardner	July 14 2024	9:48am	July 14 2024	10:55am	1.12	1.12	1.12
Kyla Gardner	July 15 2024	7:42am	July 15 2024	3:30pm	7.8	7.8	7.8
Totals for Kyla Gardner					31.72	31.72	31.72