

Diane Hunter

Pay Period

8/1/2024 to

8/15/2024

| 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                  |           |              |             |                             |                       |  |              |             | 0.00         |       |
| Tuesday                 |           |              |             |                             |                       |  |              |             | 0.00         |       |
| Wednesday               |           |              |             |                             |                       |  |              |             | 0.00         |       |
| Thursday                | 8/1/2024  | 7.60         |             |                             |                       |  |              |             | 7.60         |       |
| Friday                  | 8/2/2024  |              |             |                             |                       |  | 3.07         |             | 3.07         |       |
| Saturday                | 8/3/2024  |              |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |           | <b>7.60</b>  | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>3.07</b>  | <b>0.00</b> | <b>10.67</b> |       |
| Sunday                  | 8/4/2024  |              |             |                             |                       |  |              |             | 0.00         |       |
| Monday                  | 8/5/2024  | 7.35         |             |                             |                       |  |              |             | 7.35         |       |
| Tuesday                 | 8/6/2024  | 7.25         |             |                             |                       |  |              |             | 7.25         |       |
| Wednesday               | 8/7/2024  | 6.96         |             |                             |                       |  |              |             | 6.96         |       |
| Thursday                | 8/8/2024  | 7.52         |             |                             |                       |  |              |             | 7.52         |       |
| Friday                  | 8/9/2024  | 1.03         |             |                             |                       |  |              |             | 1.03         |       |
| Saturday                | 8/10/2024 |              |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |           | <b>30.11</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>30.11</b> |       |
| Sunday                  | 8/11/2024 |              |             |                             |                       |  |              |             | 0.00         |       |
| Monday                  | 8/12/2024 |              |             |                             |                       |  | 8.00         |             | 8.00         |       |
| Tuesday                 | 8/13/2024 | 7.02         |             |                             |                       |  |              |             | 7.02         |       |
| Wednesday               | 8/14/2024 | 7.12         |             |                             |                       |  |              |             | 7.12         |       |
| Thursday                | 8/15/2024 | 7.08         |             |                             |                       |  |              |             | 7.08         |       |
| Friday                  |           |              |             |                             |                       |  |              |             | 0.00         |       |
| Saturday                |           |              |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |           | <b>21.22</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>8.00</b>  | <b>0.00</b> | <b>29.22</b> |       |
| <b>Total Pay Period</b> |           | <b>58.93</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>11.07</b> | <b>0.00</b> | <b>70.00</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:

| Name                          | Clock in date  | Clock in time | Clock out date | Clock out time | Break start | Break end | Break length | Break type      | Payroll ID | Actual vs. s | Total paid f | Regular ho | Unpaid breaks |
|-------------------------------|----------------|---------------|----------------|----------------|-------------|-----------|--------------|-----------------|------------|--------------|--------------|------------|---------------|
| Diane Ellen Hunter            | August 1 2024  | 7:56am        | August 1 2024  | 3:32pm         |             |           |              |                 |            | 7.6          | 7.6          | 7.6        | 0             |
| Diane Ellen Hunter            | August 5 2024  | 7:54am        | August 5 2024  | 3:15pm         |             |           |              |                 |            | 7.35         | 7.35         | 7.35       | 0             |
| Diane Ellen Hunter            | August 6 2024  | 8:00am        | August 6 2024  | 3:15pm         |             |           |              |                 |            | 7.25         | 7.25         | 7.25       | 0             |
| Diane Ellen Hunter            | August 7 2024  | 7:50am        | August 7 2024  | 3:04pm         | 12:48pm     | 1:04pm    | 16 min       | 30 min - Unpaid |            | 6.96         | 6.96         | 6.96       | 0.27          |
| Diane Ellen Hunter            | August 8 2024  | 7:59am        | August 8 2024  | 3:30pm         |             |           |              |                 |            | 7.52         | 7.52         | 7.52       | 0             |
| Diane Ellen Hunter            | August 9 2024  | 1:34pm        | August 9 2024  | 2:36pm         |             |           |              |                 |            | 1.03         | 1.03         | 1.03       | 0             |
| Diane Ellen Hunter            | August 13 2024 | 7:59am        | August 13 2024 | 3:00pm         |             |           |              |                 |            | 7.02         | 7.02         | 7.02       | 0             |
| Diane Ellen Hunter            | August 14 2024 | 7:56am        | August 14 2024 | 3:17pm         | 1:01pm      | 1:15pm    | 14 min       | 30 min - Unpaid |            | 7.12         | 7.12         | 7.12       | 0.23          |
| Diane Ellen Hunter            | August 15 2024 | 7:58am        | August 15 2024 | 3:03pm         |             |           |              |                 |            | 7.08         | 7.08         | 7.08       | 0             |
| Totals for Diane Ellen Hunter |                |               |                |                |             |           |              |                 |            | 58.93        | 58.93        | 58.93      | 0.5           |