

Kyla Gardner

Pay Period

7/16/2021 to

7/31/2021

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									0.00	
Friday	7/16/2021	7.37							7.37	
Saturday	7/17/2021								0.00	
<b>Total Week</b>		<b>7.37</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>7.37</b>	
Sunday	7/18/2021								0.00	
Monday	7/19/2021	6.72							6.72	
Tuesday	7/20/2021	6.75							6.75	
Wednesday	7/21/2021	6.57							6.57	
Thursday	7/22/2021	8.28							8.28	
Friday	7/23/2021	4.58							4.58	
Saturday	7/24/2021								0.00	
<b>Total Week</b>		<b>32.90</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>32.90</b>	
Sunday	7/25/2021								0.00	
Monday	7/26/2021	9.01							9.01	
Tuesday	7/27/2021	6.80							6.80	
Wednesday	7/28/2021	6.50							6.50	
Thursday	7/29/2021	7.25							7.25	
Friday	7/30/2021	4.57							4.57	
Saturday	7/31/2021								0.00	
<b>Total Week</b>		<b>34.13</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>34.13</b>	
<b>Total Pay Period</b>		<b>74.40</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>74.40</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:

# Kyla Gardner

07/16/2021 to 07/31/2021

Regular	PTO	OT	DT	Total Hours
<b>74.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>74.40</b>

Time in	Time out	Duration		
<b>July 16, 2021</b>				<b>7.37</b>
6:29am	8:40am	2.18	ADM > Train - Travel for Training	
8:48am	1:59pm	5.18	MTG > MTG - Other Government	
<b>July 19, 2021</b>				<b>6.72</b>
8:27am	3:10pm	6.72	ADM > ADM - Customer Relations	
<b>July 20, 2021</b>				<b>6.75</b>
8:26am	3:11pm	6.75	ADM > ADM - Customer Relations	
<b>July 21, 2021</b>				<b>6.57</b>
8:32am	3:06pm	6.57	ADM > ADM - Customer Relations	
<b>July 22, 2021</b>				<b>8.28</b>
8:28am	3:40pm	7.20	ADM > ADM - Customer Relations	
4:55pm	6:00pm	1.08	MTG > MTG - Citizen Advisory Committee	
<b>July 23, 2021</b>				<b>4.58</b>
8:18am	12:53pm	4.58	ADM > ADM - Customer Relations	
<b>July 26, 2021</b>				<b>9.02</b>
8:30am	3:11pm	6.68	ADM > ADM - Customer Relations	
6:01pm	8:21pm	2.33	MTG > MTG - Council Meeting	
<b>July 27, 2021</b>				<b>6.80</b>
8:37am	3:25pm	6.80	ADM > ADM - Customer Relations	
<b>July 28, 2021</b>				<b>6.50</b>
8:38am	3:08pm	6.50	ADM > ADM - Customer Relations	
<b>July 29, 2021</b>				<b>7.25</b>
8:34am	3:49pm	7.25	ADM > ADM - Customer Relations	
<b>July 30, 2021</b>				<b>4.57</b>
8:39am	1:13pm	4.57	ADM > ADM - Customer Relations	