

Kyla Gardner

Pay Period

8/1/2021 to

8/15/2021

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	8/1/2021									0.00
Monday	8/2/2021	7.28								7.28
Tuesday	8/3/2021	7.37								7.37
Wednesday	8/4/2021	7.18								7.18
Thursday	8/5/2021	8.70								8.70
Friday	8/6/2021	5.08								5.08
Saturday	8/7/2021									0.00
<b>Total Week</b>		<b>35.61</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>0.00</b>	<b>35.61</b>
Sunday	8/8/2021									0.00
Monday	8/9/2021	9.53								9.53
Tuesday	8/10/2021	6.48								6.48
Wednesday	8/11/2021									0.00
Thursday	8/12/2021	6.92								6.92
Friday	8/13/2021	4.04								4.04
Saturday	8/14/2021									0.00
<b>Total Week</b>		<b>26.97</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>0.00</b>	<b>26.97</b>
Sunday	8/15/2021									0.00
Monday										0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
<b>Total Week</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>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Pay Period</b>		<b>62.58</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>0.00</b>	<b>62.58</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

08/01/2021 to 08/15/2021

Regular	PTO	OT	DT	Total Hours
<b>62.58</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>62.58</b>

Time in	Time out	Duration		
<b>August 2, 2021</b>				<b>7.28</b>
8:18am	9:10am	0.87	MTG > MTG - Staff Meeting	
9:11am	3:36pm	6.42	ADM > ADM - Customer Relations	
<b>August 3, 2021</b>				<b>7.37</b>
8:29am	10:00am	1.52	MTG > MTG - Travel	
10:00am	12:00pm	2.00	MTG > MTG - Other Government	
12:00pm	1:44pm	1.73	MTG > MTG - Travel	
1:44pm	3:51pm	2.12	ADM > ADM - Customer Relations	
<b>August 4, 2021</b>				<b>7.18</b>
8:44am	3:00pm	6.27	ADM > ADM - Customer Relations	
3:00pm	3:55pm	0.92	MTG > MTG - Council Meeting	
<b>August 5, 2021</b>				<b>8.70</b>
8:39am	5:21pm	8.70	ADM > ADM - Customer Relations	
<b>August 6, 2021</b>				<b>5.08</b>
8:49am	1:54pm	5.08	ADM > ADM - Customer Relations	
<b>August 9, 2021</b>				<b>9.53</b>
8:17am	9:22am	1.08	MTG > MTG - Staff Meeting	
9:22am	3:30pm	6.13	ADM > ADM - Customer Relations	
6:02pm	8:21pm	2.32	MTG > MTG - Council Meeting	
<b>August 10, 2021</b>				<b>6.48</b>
8:38am	3:07pm	6.48	ADM > ADM - Customer Relations	
<b>August 12, 2021</b>				<b>6.92</b>
8:25am	3:20pm	6.92	ADM > ADM - Customer Relations	
<b>August 13, 2021</b>				<b>4.03</b>
8:21am	12:23pm	4.03	ADM > ADM - Customer Relations	