

Kyla Gardner

Pay Period

9/1/2024 to

9/15/2024

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	9/1/2024								0.00	
Monday	9/2/2024					8.00			8.00	
Tuesday	9/3/2024	7.83							7.83	
Wednesday	9/4/2024	7.73							7.73	
Thursday	9/5/2024	7.77							7.77	
Friday	9/6/2024	5.29							5.29	
Saturday	9/7/2024								0.00	
Total Week		28.62	0.00	0.00	0.00	0.00	8.00	0.00	0.00	36.62
Sunday	9/8/2024								0.00	
Monday	9/9/2024	10.45							10.45	
Tuesday	9/10/2024	7.65							7.65	
Wednesday	9/11/2024	7.70							7.70	
Thursday	9/12/2024	7.85							7.85	
Friday	9/13/2024	2.35							2.35	
Saturday	9/14/2024								0.00	
Total Week		36.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	36.00
Sunday	9/15/2024								0.00	
Monday									0.00	
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	0.00	0.00	0.00	0.00
Total Pay Period		64.62	0.00	0.00	0.00	0.00	8.00	0.00	0.00	72.62

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	Actual vs. s	Total paid f	Regular hor	Unpaid bre	OT hours
Kyla Gardner	September 3 2024	7:40am	September 3 2024	3:30pm	7.83	7.83	7.83	0	0
Kyla Gardner	September 4 2024	7:42am	September 4 2024	3:26pm	7.73	7.73	7.73	0	0
Kyla Gardner	September 5 2024	7:43am	September 5 2024	3:29pm	7.77	7.77	7.77	0	0
Kyla Gardner	September 6 2024	7:31am	September 6 2024	9:08am	1.62	1.62	1.62	0	0
Kyla Gardner	September 6 2024	9:48am	September 6 2024	1:28pm	3.67	3.67	3.67	0	0
Kyla Gardner	September 9 2024	7:39am	September 9 2024	3:31pm	7.87	7.87	7.87	0	0
Kyla Gardner	September 9 2024	5:38pm	September 9 2024	8:13pm	2.58	2.58	2.58	0	0
Kyla Gardner	September 10 2024	7:40am	September 10 2024	3:19pm	7.65	7.65	7.65	0	0
Kyla Gardner	September 11 2024	7:43am	September 11 2024	3:25pm	7.7	7.7	7.7	0	0
Kyla Gardner	September 12 2024	7:39am	September 12 2024	3:30pm	7.85	7.85	7.85	0	0
Kyla Gardner	September 13 2024	9:09am	September 13 2024	11:30am	2.35	2.35	2.35	0	0
Totals for Kyla Gardner					64.62	64.62	64.62	0	0