

Mac Qualls

Pay Period

11/16/2020 to

11/30/2020

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	11/16/2020	9.35							9.35	
Tuesday	11/17/2020	11.00							11.00	
Wednesday	11/18/2020	8.87							8.87	
Thursday	11/19/2020	5.75							5.75	
Friday	11/20/2020	5.03		2.92		4.38			7.95	
Saturday	11/21/2020								0.00	
Total Week		40.00	0.00	2.92	0.00	4.38	0.00	0.00	0.00	42.92
Sunday	11/22/2020								0.00	
Monday	11/23/2020				4.38			3.62	8.00	
Tuesday	11/24/2020							0.38	5.38	
Wednesday	11/25/2020								0.00	
Thursday	11/26/2020						8.00		8.00	
Friday	11/27/2020								0.00	
Saturday	11/28/2020								0.00	
Total Week		0.00	0.00	0.00	4.38	0.00	8.00	4.00	5.00	21.38
Sunday	11/29/2020								0.00	
Monday	11/30/2020	7.17							7.17	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		7.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.17
Total Pay Period		47.17	0.00	2.92	4.38	4.38	8.00	4.00	5.00	71.47

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:

Jacob Qualls

11/16/2020 to 11/30/2020

Regular	PTO	OT	DT	Total Hours
47.17	0.00	2.92	0.00	50.08

Time in	Time out	Duration	
November 16, 2020			9.35
8:25am	5:46pm	9.35	ADM > ADM - City Hall
November 17, 2020			11.00
9:08am	6:30pm	9.37	ADM > ADM - City Hall
6:30pm	8:08pm	1.63	MTG > MTG - Citizen Advisory Committee
November 18, 2020			8.87
8:35am	2:54pm	6.32	ADM > ADM - City Hall
2:54pm	5:27pm	2.55	ADM > ADM - Information Technology
NOTES: City Public Works Building			
November 19, 2020			5.75
9:54am	3:39pm	5.75	ADM > ADM - City Hall
November 20, 2020			7.95
8:55am	1:30pm	4.58	ADM > ADM - City Hall
1:42pm	3:32pm	1.83	ADM > ADM - City Hall
4:23pm	5:55pm	1.53	ADM > ADM - City Hall
November 30, 2020			7.17
8:55am	9:30am	0.58	MTG > MTG - Staff Meeting
9:30am	3:56pm	6.43	ADM > ADM - City Hall
4:19pm	4:20pm	0.02	ADM > ADM - Customer Relations
NOTES: Call from customer to set up account. Told to call the following day.			
4:43pm	4:44pm	0.02	ADM > ADM - Customer Relations
NOTES: Call from BL to inquire about the MV Roundup Program...needs assistance. Told to call back in the morning and we would inform them of the process.			
4:49pm	4:52pm	0.05	MTG > MTG - Staff w/ Elected Officials
NOTES: Call from Mayor to inquire about Council Member needs.			
7:02pm	7:06pm	0.07	ADM > ADM - Customer Relations
NOTES: Patron wanting information on needy families in the city limits. Benefactor wants to help a drug free family with kids that may not have a Christmas this year. Advised we could give some phone numbers or names of individuals in the morning. Also advised to contact Claudia at the school and the Housing Authority.			