

Jessica Gerke

Pay Period

11/1/2020 to

11/15/2020

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	11/1/2020								0.00	
Monday	11/2/2020	7.37			0.63				8.00	
Tuesday	11/3/2020	7.67			0.33				8.00	
Wednesday	11/4/2020	7.85			0.15				8.00	
Thursday	11/5/2020	8.00							8.00	
Friday	11/6/2020	7.90			0.10				8.00	
Saturday	11/7/2020								0.00	
Total Week		38.79	0.00	0.00	1.21	0.00	0.00	0.00	40.00	
Sunday	11/8/2020								0.00	
Monday	11/9/2020	7.93							7.93	
Tuesday	11/10/2020	8.03							8.03	
Wednesday	11/11/2020					8.00			8.00	
Thursday	11/12/2020	7.95							7.95	
Friday	11/13/2020	8.07							8.07	
Saturday	11/14/2020	8.02		2.40		3.60			10.42	
Total Week		40.00	0.00	2.40	0.00	3.60	8.00	0.00	50.40	
Sunday	11/15/2020								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	
Total Pay Period		78.79	0.00	2.40	1.21	3.60	8.00	0.00	90.40	

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:

Jessica Gerke

11/01/2020 to 11/15/2020

Regular **78.78** PTO **0.00** OT **2.40** DT **0.00** Total Hours **81.18**

Time in	Time out	Duration	
November 2, 2020			7.37
8:01am (MST)	8:40am (MST)	0.65	SWR > SWR - Sewer Logs
8:40am (MST)	10:30am (MST)	1.83	WTR > WTR - Service Call NOTES: Sewer & streets gravel
10:30am (MST)	11:14am (MST)	0.73	WTR > WTR - Service Call NOTES: Leak check
11:14am (MST)	2:22pm (MST)	3.13	WTR > WTR - Service Call NOTES: Sewer and streets gravel
2:22pm (MST)	3:23pm (MST)	1.02	PW > PW - City Shop
November 3, 2020			7.67
7:57am (MST)	8:33am (MST)	0.60	SWR > SWR - Sewer Logs
8:33am (MST)	12:51pm (MST)	4.30	WTR > WTR - Service Call NOTES: Sewer and streets gravel
12:51pm (MST)	1:39pm (MST)	0.80	MTG > MTG - Staff Meeting
1:39pm (MST)	3:37pm (MST)	1.97	SWR > Train - Sewer
November 4, 2020			7.85
8:00am (MST)	8:41am (MST)	0.68	SWR > SWR - Sewer Logs
8:41am (MST)	12:32pm (MST)	3.85	WTR > WTR - Service Call NOTES: Sewer and streets gravel
12:32pm (MST)	1:45pm (MST)	1.22	PW > PW - City Shop
1:45pm (MST)	2:34pm (MST)	0.82	Animal Control > Animal Control Patrol
2:34pm (MST)	3:51pm (MST)	1.28	WTR > WTR - Service Call NOTES: Dead meter heads
November 5, 2020			8.00
7:50am (MST)	8:37am (MST)	0.78	SWR > SWR - Sewer Logs
8:37am (MST)	9:19am (MST)	0.70	MTG > MTG - Staff Meeting
9:19am (MST)	1:44pm (MST)	4.42	WTR > WTR - Service Call NOTES: Sewer and streets gravel
1:44pm (MST)	2:30pm (MST)	0.77	Animal Control > Animal Control Patrol
2:30pm (MST)	3:50pm (MST)	1.33	PW > PW - City Shop
November 6, 2020			7.90
7:59am (MST)	8:42am (MST)	0.72	SWR > SWR - Sewer Logs
8:42am (MST)	10:03am (MST)	1.35	PW > PW - Office Time
10:03am (MST)	12:55pm (MST)	2.87	EQP > EQP - MACK Dump Maintenance
12:55pm (MST)	2:45pm (MST)	1.83	PW > PW - City Shop
2:45pm (MST)	3:53pm (MST)	1.13	WTR > WTR - Service Call

November 9, 2020				7.93
8:02am (MST)	8:40am (MST)	0.63	SWR > SWR - Sewer Logs	
8:40am (MST)	10:00am (MST)	1.33	MTG > MTG - Staff Meeting	
10:00am (MST)	3:58pm (MST)	5.97	STRTS > STRTS - Peterson Pathway	
November 10, 2020				8.03
7:55am (MST)	8:38am (MST)	0.72	SWR > SWR - Sewer Logs	
8:38am (MST)	9:56am (MST)	1.30	PW > PW - City Shop	
9:56am (MST)	3:57pm (MST)	6.02	STRTS > STRTS - Peterson Pathway	
November 12, 2020				7.95
8:04am (MST)	8:44am (MST)	0.67	SWR > SWR - Sewer Logs	
8:44am (MST)	11:07am (MST)	2.38	MTG > MTG - Staff Meeting	
NOTES: Knife river mainstreet				
11:07am (MST)	12:53pm (MST)	1.77	EQP > EQP - Parts Run	
12:53pm (MST)	4:01pm (MST)	3.13	EQP > EQP - Loader Maintenance	
November 13, 2020				8.07
8:09am (MST)	8:48am (MST)	0.65	SWR > SWR - Sewer Logs	
8:48am (MST)	1:29pm (MST)	4.68	EQP > EQP - Loader Maintenance	
1:29pm (MST)	2:50pm (MST)	1.35	EQP > EQP - Grader Maintenance	
2:50pm (MST)	3:39pm (MST)	0.82	Animal Control > Animal Control Complaint	
3:39pm (MST)	4:13pm (MST)	0.57	PW > PW - City Shop	
November 14, 2020				10.42
1:24am (MST)	11:49am (MST)	10.42	STRTS > STRTS - Snow Removal	