

Kyla Gardner

Pay Period

11/1/2023 to

11/15/2023

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	11/1/2023	7.63							7.63	
Thursday	11/2/2023	7.70							7.70	
Friday	11/3/2023	1.73							1.73	
Saturday	11/4/2023								0.00	
Total Week		17.06	0.00	0.00	0.00	0.00	0.00	0.00	17.06	
Sunday	11/5/2023								0.00	
Monday	11/6/2023						8.00		8.00	
Tuesday	11/7/2023	7.60							7.60	
Wednesday	11/8/2023	7.68							7.68	
Thursday	11/9/2023	6.80							6.80	
Friday	11/10/2023								0.00	
Saturday	11/11/2023								0.00	
Total Week		22.08	0.00	0.00	0.00	0.00	8.00	0.00	30.08	
Sunday	11/12/2023								0.00	
Monday	11/13/2023	9.35							9.35	
Tuesday	11/14/2023	8.17							8.17	
Wednesday	11/15/2023	7.77							7.77	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		25.29	0.00	0.00	0.00	0.00	0.00	0.00	25.29	
Total Pay Period		64.43	0.00	0.00	0.00	0.00	8.00	0.00	72.43	

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

11/01/2023 to 11/15/2023

Regular	PTO	OT	DT	Total Hours
64.43	0.00	0.00	0.00	64.43

Time in	Time out	Duration	
November 1, 2023			
		7.63	7.63
7:51am	3:29pm	7.63	ADM > ADM - Customer Relations
November 2, 2023			
		7.70	7.70
7:52am	3:34pm	7.70	ADM > ADM - Customer Relations
November 3, 2023			
		1.73	1.73
10:16am	12:00pm	1.73	ADM > ADM - Customer Relations
NOTES: Catch up on work			
November 7, 2023			
		7.60	7.60
7:49am	3:25pm	7.60	ADM > ADM - Customer Relations
November 8, 2023			
		7.68	7.68
7:51am	3:32pm	7.68	ADM > ADM - Customer Relations
November 9, 2023			
		6.80	6.80
8:45am	3:33pm	6.80	ADM > ADM - Customer Relations
November 13, 2023			
		9.35	9.35
7:49am	3:33pm	7.73	ADM > ADM - Customer Relations
5:52pm	7:29pm	1.62	MTG > MTG - Council Meeting
November 14, 2023			
		8.17	8.17
7:50am	4:00pm	8.17	ADM > ADM - Customer Relations
November 15, 2023			
		7.77	7.77
7:46am	3:32pm	7.77	ADM > ADM - Customer Relations