

Kyla Gardner

Pay Period

4/16/2022 to

4/30/2022

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									0.00	
Thursday									0.00	
Friday									0.00	
Saturday	4/16/2022								0.00	
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Sunday	4/17/2022								0.00	
Monday	4/18/2022	6.68							6.68	
Tuesday	4/19/2022	7.64							7.64	
Wednesday	4/20/2022	6.50							6.50	
Thursday	4/21/2022	6.70							6.70	
Friday	4/22/2022	6.30							6.30	
Saturday	4/23/2022								0.00	
Total Week		33.82	0.00	0.00	0.00	0.00	0.00	0.00	33.82	
Sunday	4/24/2022								0.00	
Monday	4/25/2022	8.50							8.50	
Tuesday	4/26/2022	6.40							6.40	
Wednesday	4/27/2022	6.18							6.18	
Thursday	4/28/2022	6.57							6.57	
Friday	4/29/2022	3.50							3.50	
Saturday	4/30/2022								0.00	
Total Week		31.15	0.00	0.00	0.00	0.00	0.00	0.00	31.15	
Total Pay Period		64.97	0.00	0.00	0.00	0.00	0.00	0.00	64.97	

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

04/16/2022 to 04/30/2022

Regular	PTO	OT	DT	Total Hours
64.97	0.00	0.00	0.00	64.97

Time in	Time out	Duration	
April 18, 2022			6.68
8:36am	3:17pm	6.68	ADM > ADM - Customer Relations
April 19, 2022			7.63
8:46am	4:24pm	7.63	ADM > ADM - Customer Relations
April 20, 2022			6.50
8:30am	3:00pm	6.50	ADM > ADM - Customer Relations
April 21, 2022			6.70
8:30am	3:12pm	6.70	ADM > ADM - Customer Relations
April 22, 2022			6.30
7:35am	1:53pm	6.30	MTG > MTG - Other Government
NOTES: Leadership Academy			
April 25, 2022			8.50
8:22am	3:00pm	6.63	ADM > ADM - Customer Relations
5:57pm	7:49pm	1.87	MTG > MTG - Council Meeting
April 26, 2022			6.40
8:33am	2:57pm	6.40	ADM > ADM - Customer Relations
April 27, 2022			6.18
8:42am	12:42pm	4.00	ADM > ADM - Customer Relations
12:43pm	1:58pm	1.25	MTG > MTG - Other Government
NOTES: Leadership Academy			
1:58pm	2:54pm	0.93	ADM > ADM - Customer Relations
April 28, 2022			6.57
8:34am	3:08pm	6.57	ADM > ADM - Customer Relations
April 29, 2022			3.50
8:33am	12:03pm	3.50	ADM > ADM - Customer Relations