

**Kyla Gardner**

**Pay Period**

**5/1/2022 to**

**5/15/2022**

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	5/1/2022								0.00	
Monday	5/2/2022	6.88							6.88	
Tuesday	5/3/2022	6.45							6.45	
Wednesday	5/4/2022	6.27							6.27	
Thursday	5/5/2022	6.60							6.60	
Friday	5/6/2022	3.75							3.75	
Saturday	5/7/2022								0.00	
<b>Total Week</b>		<b>29.95</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>29.95</b>	
Sunday	5/8/2022								0.00	
Monday	5/9/2022	8.83							8.83	
Tuesday	5/10/2022	4.98					4.00		8.98	
Wednesday	5/11/2022	7.72							7.72	
Thursday	5/12/2022	6.55							6.55	
Friday	5/13/2022	3.82							3.82	
Saturday	5/14/2022								0.00	
<b>Total Week</b>		<b>31.90</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>35.90</b>	
Sunday	5/15/2022								0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Pay Period</b>		<b>61.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>65.85</b>	

**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

05/01/2022 to 05/15/2022

Regular	PTO	OT	DT	Total Hours
<b>61.85</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>61.85</b>

Time in	Time out	Duration		
<b>May 2, 2022</b>				<b>6.88</b>
8:13am	9:00am	0.78	MTG > MTG - Staff Meeting	
9:00am	3:06pm	6.10	ADM > ADM - Customer Relations	
<b>May 3, 2022</b>				<b>6.45</b>
8:26am	2:53pm	6.45	ADM > ADM - Customer Relations	
<b>May 4, 2022</b>				<b>6.27</b>
8:44am	3:00pm	6.27	ADM > ADM - Customer Relations	
<b>May 5, 2022</b>				<b>6.60</b>
8:17am	2:53pm	6.60	ADM > ADM - Customer Relations	
<b>May 6, 2022</b>				<b>3.75</b>
8:29am	12:14pm	3.75	ADM > ADM - Customer Relations	
<b>May 9, 2022</b>				<b>8.83</b>
8:05am	9:19am	1.23	MTG > MTG - Staff Meeting	
9:19am	2:56pm	5.62	ADM > ADM - Customer Relations	
5:41pm	7:40pm	1.98	MTG > MTG - Council Meeting	
<b>May 10, 2022</b>				<b>4.98</b>
8:28am	1:27pm	4.98	ADM > ADM - Customer Relations	
<b>May 11, 2022</b>				<b>7.72</b>
8:33am	3:01pm	6.47	ADM > ADM - Customer Relations	
3:50pm	5:05pm	1.25	MTG > MTG - Other Government	
<b>NOTES:</b> Leadership Academy/Community Center Meeting				
<b>May 12, 2022</b>				<b>6.55</b>
8:28am	3:01pm	6.55	ADM > ADM - Customer Relations	
<b>May 13, 2022</b>				<b>3.82</b>
8:24am	12:13pm	3.82	ADM > ADM - Customer Relations	