

**Kyla Gardner**

**Pay Period**

**5/16/2023 to**

**5/31/2023**

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	5/16/2023	7.57							7.57	
Wednesday	5/17/2023	7.47							7.47	
Thursday	5/18/2023	7.57							7.57	
Friday	5/19/2023								0.00	
Saturday	5/20/2023								0.00	
<b>Total Week</b>		<b>22.61</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>22.61</b>	
Sunday	5/21/2023								0.00	
Monday	5/22/2023	10.87							10.87	
Tuesday	5/23/2023	7.88							7.88	
Wednesday	5/24/2023	6.42					1.00		7.42	
Thursday	5/25/2023	5.47					3.00		8.47	
Friday	5/26/2023								0.00	
Saturday	5/27/2023								0.00	
<b>Total Week</b>		<b>30.64</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>34.64</b>	
Sunday	5/28/2023								0.00	
Monday	5/29/2023					8.00			8.00	
Tuesday	5/30/2023	7.48							7.48	
Wednesday	5/31/2023	7.54							7.54	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>15.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23.02</b>	
<b>Total Pay Period</b>		<b>68.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8.00</b>	<b>4.00</b>	<b>0.00</b>	<b>80.27</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

05/16/2023 to 05/31/2023

Regular	PTO	OT	DT	Total Hours
<b>68.27</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>68.27</b>

Time in	Time out	Duration	
<b>May 16, 2023</b>			
			<b>7.57</b>
7:54am	3:28pm	7.57	ADM > ADM - Customer Relations
<b>May 17, 2023</b>			
			<b>7.47</b>
7:55am	3:23pm	7.47	ADM > ADM - Customer Relations
<b>May 18, 2023</b>			
			<b>7.57</b>
7:43am	3:17pm	7.57	ADM > ADM - Customer Relations
<b>May 22, 2023</b>			
			<b>10.87</b>
7:47am	3:26pm	7.65	ADM > ADM - Customer Relations
5:50pm	9:03pm	3.22	MTG > MTG - Council Meeting
<b>May 23, 2023</b>			
			<b>7.88</b>
7:51am	3:44pm	7.88	ADM > ADM - Customer Relations
<b>May 24, 2023</b>			
			<b>6.42</b>
7:51am	2:16pm	6.42	ADM > ADM - Customer Relations
<b>May 25, 2023</b>			
			<b>5.47</b>
7:34am	1:02pm	5.47	ADM > ADM - Customer Relations
<b>May 30, 2023</b>			
			<b>7.48</b>
7:44am	3:13pm	7.48	ADM > ADM - Customer Relations
<b>May 31, 2023</b>			
			<b>7.55</b>
7:47am	3:20pm	7.55	ADM > ADM - Customer Relations