

Kyla Gardner

Pay Period

11/1/2021 to

11/15/2021

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	11/1/2021	6.73							6.73	
Tuesday	11/2/2021	6.87							6.87	
Wednesday	11/3/2021	6.53							6.53	
Thursday	11/4/2021	6.63							6.63	
Friday	11/5/2021	10.12							10.12	
Saturday	11/6/2021								0.00	
<b>Total Week</b>		<b>36.88</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>36.88</b>	
Sunday	11/7/2021								0.00	
Monday	11/8/2021	9.45							9.45	
Tuesday	11/9/2021	6.53							6.53	
Wednesday	11/10/2021	6.38							6.38	
Thursday	11/11/2021					8.00			8.00	
Friday	11/12/2021	5.04							5.04	
Saturday	11/13/2021								0.00	
<b>Total Week</b>		<b>27.40</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>35.40</b>	
Sunday	11/14/2021								0.00	
Monday	11/15/2021	6.72							6.72	
Tuesday									0.00	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>6.72</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>6.72</b>	
<b>Total Pay Period</b>		<b>71.00</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>79.00</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

11/01/2021 to 11/15/2021

Regular	PTO	OT	DT	Total Hours
<b>71.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>71.00</b>

Time in	Time out	Duration		
<b>November 1, 2021</b>				<b>6.73</b>
8:29am	9:18am	0.82	MTG > MTG - Staff Meeting	
9:18am	3:13pm	5.92	ADM > ADM - Customer Relations	
<b>November 2, 2021</b>				<b>6.87</b>
8:30am	3:22pm	6.87	ADM > ADM - Customer Relations	
<b>November 3, 2021</b>				<b>6.53</b>
8:43am	3:15pm	6.53	ADM > ADM - Customer Relations	
<b>November 4, 2021</b>				<b>6.63</b>
8:37am	3:15pm	6.63	ADM > ADM - Customer Relations	
<b>November 5, 2021</b>				<b>10.12</b>
9:04am	7:11pm	10.12	MTG > MTG - Other Government	
<b>November 8, 2021</b>				<b>9.45</b>
8:19am	9:25am	1.10	MTG > MTG - Staff Meeting	
9:25am	3:05pm	5.67	ADM > ADM - Customer Relations	
6:00pm	8:41pm	2.68	MTG > MTG - Council Meeting	
<b>November 9, 2021</b>				<b>6.53</b>
8:38am	3:10pm	6.53	ADM > ADM - Customer Relations	
<b>November 10, 2021</b>				<b>6.38</b>
8:46am	3:09pm	6.38	ADM > ADM - Customer Relations	
<b>November 12, 2021</b>				<b>5.03</b>
8:43am	1:45pm	5.03	ADM > ADM - Customer Relations	
1:45pm	1:45pm	0.00	ADM > ADM - Customer Relations	
<b>November 15, 2021</b>				<b>6.72</b>
8:15am	9:00am	0.75	MTG > MTG - Staff Meeting	
9:00am	2:58pm	5.97	ADM > ADM - Customer Relations	