

Dana Kautz

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	1.83								1.83
Tuesday	11/2/2021									0.00
Wednesday	11/3/2021									0.00
Thursday	11/4/2021									0.00
Friday	11/5/2021									0.00
Saturday	11/6/2021									0.00
Total Week		1.83	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.83
Sunday	11/7/2021									0.00
Monday	11/8/2021	7.60								7.60
Tuesday	11/9/2021	5.72								5.72
Wednesday	11/10/2021									0.00
Thursday	11/11/2021									0.00
Friday	11/12/2021									0.00
Saturday	11/13/2021									0.00
Total Week		13.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	13.32
Sunday	11/14/2021									0.00
Monday	11/15/2021									0.00
Tuesday										0.00
Wednesday										0.00
Thursday										0.00
Friday										0.00
Saturday										0.00
Total Week		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Pay Period		15.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.15

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:

Dana Kautz

11/01/2021 to 11/15/2021

Regular	PTO	OT	DT	Total Hours
15.15	0.00	0.00	0.00	15.15

Time in	Time out	Duration	
November 1, 2021			
			1.83
11:40am (MST)	1:30pm (MST)	1.83	ADM > ADM - Customer Relations
November 8, 2021			
			7.60
9:30am (MST)	3:24pm (MST)	5.90	ADM > ADM - Customer Relations
6:40pm (MST)	8:22pm (MST)	1.70	Shift Total
November 9, 2021			
			5.72
9:52am (MST)	3:35pm (MST)	5.72	ADM > ADM - Customer Relations