

Jacob Qualls

Pay Period

12/16/2020 to

12/31/2020

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	12/16/2020	6.53						0.99	7.52	
Thursday	12/17/2020	7.00						1.00	8.00	
Friday	12/18/2020	8.48							8.48	
Saturday	12/19/2020								0.00	
Total Week		22.01	0.00	0.00	0.00	0.00	0.00	1.99	24.00	
Sunday	12/20/2020								0.00	
Monday	12/21/2020	6.65						0.03	6.68	
Tuesday	12/22/2020	8.32							8.32	
Wednesday	12/23/2020	7.08							7.08	
Thursday	12/24/2020						4.00	2.98	6.98	
Friday	12/25/2020					8.00			8.00	
Saturday	12/26/2020								0.00	
Total Week		22.05	0.00	0.00	0.00	8.00	4.00	3.01	37.06	
Sunday	12/27/2020								0.00	
Monday	12/28/2020	9.22							9.22	
Tuesday	12/29/2020	10.53							10.53	
Wednesday	12/30/2020	1.35							1.35	
Thursday	12/31/2020	0.42							0.42	
Friday									0.00	
Saturday									0.00	
Total Week		21.52	0.00	0.00	0.00	0.00	0.00	0.00	21.52	
Total Pay Period		65.58	0.00	0.00	0.00	8.00	4.00	5.00	82.58	

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:

Jacob Qualls

12/16/2020 to 12/31/2020

Regular	PTO	OT	DT	Total Hours
65.58	0.00	0.00	0.00	65.58

Time in	Time out	Duration	
December 16, 2020			6.53
8:57am	3:29pm	6.53	ADM > ADM - City Hall
December 17, 2020			7.00
9:50am	4:50pm	7.00	ADM > ADM - City Hall
December 18, 2020			8.48
8:58am	5:27pm	8.48	ADM > ADM - City Hall
December 21, 2020			6.65
8:30am	9:23am	0.88	MTG > MTG - Staff w/ Elected Officials
9:23am	12:07pm	2.73	WTR > WTR - Reporting
NOTES: Meter Reading			
1:15pm	4:17pm	3.03	ADM > ADM - City Hall
December 22, 2020			8.32
9:05am	5:24pm	8.32	ADM > ADM - City Hall
December 23, 2020			7.08
9:12am	4:17pm	7.08	ADM > ADM - City Hall
December 28, 2020			9.22
8:40am	9:15am	0.58	MTG > MTG - Staff Meeting
9:15am	5:53pm	8.63	ADM > ADM - City Hall
December 29, 2020			10.53
8:59am	7:31pm	10.53	ADM > ADM - City Hall
December 30, 2020			1.35
8:34am	9:50am	1.27	Finance > FIN - Payroll / HR
NOTES: Trying to get T-Sheets reset for Doug			
4:15pm	4:20pm	0.08	Animal Control > Animal Control Complaint
NOTES: Taking call for Dog complaint. Urged to come into City Hall on Monday...Barking Dog - R. Matthews, Owner			
December 31, 2020			0.42
10:29am	10:34am	0.08	ADM > ADM - Customer Relations
NOTES: Call reference water/sewer payment			
10:55am	11:00am	0.08	ADM > ADM - Customer Relations
NOTES: From Mel Faucett re: Tanya Fausett utility name change. Urged to call Monday morning			
11:40am	11:45am	0.08	Animal Control > Animal Control Complaint
NOTES: Lost dog - Vernon Priddy, reported by Kelsie Pfof..told to utilize facebook.			
12:03pm	12:08pm	0.08	ADM > ADM - Customer Relations
NOTES: Utility Bill Payment - advised to check website for ease of water payment.			
1:38pm	1:43pm	0.08	ADM > ADM - Customer Relations

NOTES: Call from Linda, MV Fire - wanting to know if auto payments can be deducted. Advised she can utilize her bank to pay and set and forget...but would not be auto-drawn.