

**Kyla Gardner**

**Pay Period**

**9/1/2022 to**

**9/15/2022**

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									0.00	
Monday									0.00	
Tuesday									0.00	
Wednesday									0.00	
Thursday	9/1/2022	7.63							7.63	
Friday	9/2/2022	1.72							1.72	
Saturday	9/3/2022								0.00	
<b>Total Week</b>		<b>9.35</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>9.35</b>	
Sunday	9/4/2022								0.00	
Monday	9/5/2022					8.00			8.00	
Tuesday	9/6/2022	7.67							7.67	
Wednesday	9/7/2022	7.67							7.67	
Thursday	9/8/2022	7.42							7.42	
Friday	9/9/2022								0.00	
Saturday	9/10/2022								0.00	
<b>Total Week</b>		<b>22.76</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>30.76</b>	
Sunday	9/11/2022								0.00	
Monday	9/12/2022	10.17							10.17	
Tuesday	9/13/2022	7.73							7.73	
Wednesday	9/14/2022	7.58							7.58	
Thursday	9/15/2022	7.81							7.81	
Friday									0.00	
Saturday									0.00	
<b>Total Week</b>		<b>33.29</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>33.29</b>	
<b>Total Pay Period</b>		<b>65.40</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>73.40</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

09/01/2022 to 09/15/2022

Regular	PTO	OT	DT	Total Hours
<b>65.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>65.40</b>

Time in	Time out	Duration	
<b>September 1, 2022</b>			<b>7.63</b>
8:03am	3:41pm	7.63	ADM > ADM - Customer Relations
<b>September 2, 2022</b>			<b>1.72</b>
10:15am	11:58am	1.72	MTG > MTG - Other Government
<b>September 6, 2022</b>			<b>7.67</b>
7:57am	3:37pm	7.67	ADM > ADM - City Hall
<b>September 7, 2022</b>			<b>7.67</b>
7:57am	3:37pm	7.67	ADM > ADM - Customer Relations
<b>September 8, 2022</b>			<b>7.42</b>
7:56am	3:21pm	7.42	ADM > ADM - Customer Relations
<b>September 12, 2022</b>			<b>10.17</b>
7:53am	3:05pm	7.20	ADM > ADM - Customer Relations
5:58pm	8:56pm	2.97	MTG > MTG - Council Meeting
<b>September 13, 2022</b>			<b>7.73</b>
7:53am	3:37pm	7.73	ADM > ADM - Customer Relations
<b>September 14, 2022</b>			<b>7.58</b>
7:55am	3:30pm	7.58	ADM > ADM - Customer Relations
<b>September 15, 2022</b>			<b>7.82</b>
7:57am	3:46pm	7.82	ADM > ADM - Customer Relations