

**Kyla Gardner**

**Pay Period**

**8/16/2022 to**

**8/31/2022**

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	8/16/2022	7.28								7.28
Wednesday	8/17/2022	7.33								7.33
Thursday	8/18/2022	7.40								7.40
Friday	8/19/2022									0.00
Saturday	8/20/2022									0.00
<b>Total Week</b>		<b>22.01</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>0.00</b>	<b>22.01</b>
Sunday	8/21/2022									0.00
Monday	8/22/2022	7.37								7.37
Tuesday	8/23/2022	7.30								7.30
Wednesday	8/24/2022	7.73								7.73
Thursday	8/25/2022	7.77								7.77
Friday	8/26/2022									0.00
Saturday	8/27/2022									0.00
<b>Total Week</b>		<b>30.17</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>0.00</b>	<b>30.17</b>
Sunday	8/28/2022									0.00
Monday	8/29/2022	9.24								9.24
Tuesday	8/30/2022	7.50								7.50
Wednesday	8/31/2022	7.63								7.63
Thursday										0.00
Friday										0.00
Saturday										0.00
<b>Total Week</b>		<b>24.37</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>0.00</b>	<b>24.37</b>
<b>Total Pay Period</b>		<b>76.55</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>0.00</b>	<b>76.55</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

08/16/2022 to 08/31/2022

Regular	PTO	OT	DT	Total Hours
<b>76.55</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>76.55</b>

Time in	Time out	Duration		
<b>August 16, 2022</b>				<b>7.28</b>
7:50am	3:07pm	7.28	ADM > ADM - Customer Relations	
<b>August 17, 2022</b>				<b>7.33</b>
7:48am	3:08pm	7.33	ADM > ADM - Customer Relations	
<b>August 18, 2022</b>				<b>7.40</b>
7:49am	3:13pm	7.40	ADM > ADM - Customer Relations	
<b>August 22, 2022</b>				<b>7.37</b>
7:47am	8:30am	0.72	ADM > ADM - Customer Relations	
8:30am	9:07am	0.62	MTG > MTG - Staff Meeting	
9:07am	3:09pm	6.03	ADM > ADM - Customer Relations	
<b>August 23, 2022</b>				<b>7.30</b>
7:48am	3:06pm	7.30	ADM > ADM - Customer Relations	
<b>August 24, 2022</b>				<b>7.73</b>
7:57am	3:41pm	7.73	ADM > ADM - Customer Relations	
<b>August 25, 2022</b>				<b>7.77</b>
7:59am	3:45pm	7.77	ADM > ADM - Customer Relations	
<b>August 29, 2022</b>				<b>9.23</b>
7:59am	8:33am	0.57	ADM > ADM - Customer Relations	
8:33am	9:23am	0.83	MTG > MTG - Staff Meeting	
9:23am	4:17pm	6.90	ADM > ADM - Customer Relations	
6:00pm	6:56pm	0.93	MTG > MTG - Council Meeting	
<b>August 30, 2022</b>				<b>7.50</b>
8:00am	3:30pm	7.50	ADM > ADM - Customer Relations	
<b>August 31, 2022</b>				<b>7.63</b>
8:00am	3:38pm	7.63	ADM > ADM - Customer Relations	