

Jessica Gerke

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  |             |             |                             |                       |  |              |             | 0.00         |       |
| Friday                  | 9/2/2022  | 2.00        |             |                             |                       |  |              |             | 2.00         |       |
| Saturday                | 9/3/2022  |             |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |           | <b>2.00</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>2.00</b>  |       |
| Sunday                  | 9/4/2022  |             |             |                             |                       |  |              |             | 0.00         |       |
| Monday                  | 9/5/2022  |             |             |                             |                       | 8.00                                   |              |             | 8.00         |       |
| Tuesday                 | 9/6/2022  |             |             |                             |                       |  | 8.00         |             | 8.00         |       |
| Wednesday               | 9/7/2022  |             |             |                             |                       |  | 8.00         |             | 8.00         |       |
| Thursday                | 9/8/2022  |             |             |                             |                       |  | 8.00         |             | 8.00         |       |
| Friday                  | 9/9/2022  |             |             |                             |                       |  | 8.00         |             | 8.00         |       |
| Saturday                | 9/10/2022 |             |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |           | <b>0.00</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>8.00</b>                            | <b>32.00</b> | <b>0.00</b> | <b>40.00</b> |       |
| Sunday                  | 9/11/2022 |             |             |                             |                       |  |              |             | 0.00         |       |
| Monday                  | 9/12/2022 | 1.50        |             |                             |                       |  |              |             | 1.50         |       |
| Tuesday                 | 9/13/2022 | 1.50        |             |                             |                       |  |              |             | 1.50         |       |
| Wednesday               | 9/14/2022 |             |             |                             |                       |  | 8.00         |             | 8.00         |       |
| Thursday                | 9/15/2022 |             |             |                             |                       |  |              |             | 0.00         |       |
| Friday                  |           |             |             |                             |                       |  |              |             | 0.00         |       |
| Saturday                |           |             |             |                             |                       |  |              |             | 0.00         |       |
| <b>Total Week</b>       |           | <b>3.00</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>0.00</b>                            | <b>8.00</b>  | <b>0.00</b> | <b>11.00</b> |       |
| <b>Total Pay Period</b> |           | <b>5.00</b> | <b>0.00</b> | <b>0.00</b>                 | <b>0.00</b>           | <b>8.00</b>                            | <b>40.00</b> | <b>0.00</b> | <b>53.00</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:

# Jessica Gerke

09/01/2022 to 09/15/2022

|             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|
| Regular     | PTO         | OT          | DT          | Total Hours |
| <b>5.00</b> | <b>0.00</b> | <b>0.00</b> | <b>0.00</b> | <b>5.00</b> |

| Time in                                | Time out      | Duration |                                   |
|--|---------------|----------|-----------------------------------|
| <b>September 2, 2022</b>               |               |          | <b>2.00</b>                       |
| 12:00pm (MDT)                          | 1:00pm (MDT)  | 1.00     | PW > PW - City Shop > Shop        |
| <b>NOTES:</b> Water truck/Labor Day    |               |          |                                   |
| 1:00pm (MDT)                           | 2:00pm (MDT)  | 1.00     | MTG > MTG - Staff Meeting         |
| <b>September 12, 2022</b>              |               |          | <b>1.50</b>                       |
| 11:00am (MDT)                          | 12:00pm (MDT) | 1.00     | PW > PW - Office Time             |
| <b>NOTES:</b> Cdl information          |               |          |                                   |
| 4:00pm (MDT)                           | 4:30pm (MDT)  | 0.50     | WTR > WTR - Service Call          |
| <b>NOTES:</b> Ordering meter registers |               |          |                                   |
| <b>September 13, 2022</b>              |               |          | <b>1.50</b>                       |
| 10:00am (MDT)                          | 10:30am (MDT) | 0.50     | EQP > EQP - MACK Dump Maintenance |
| <b>NOTES:</b> Mechanic                 |               |          |                                   |
| 12:00pm (MDT)                          | 1:00pm (MDT)  | 1.00     | SUP > SUP - PW                    |