

Kyla Gardner

Pay Period

2/16/2023 to

2/28/2023

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	2/16/2023	7.67							7.67	
Friday	2/17/2023								0.00	
Saturday	2/18/2023								0.00	
Total Week		7.67	0.00	0.00	0.00	0.00	0.00	0.00	7.67	
Sunday	2/19/2023								0.00	
Monday	2/20/2023					8.00			8.00	
Tuesday	2/21/2023	7.40							7.40	
Wednesday	2/22/2023	10.55							10.55	
Thursday	2/23/2023	7.72							7.72	
Friday	2/24/2023	4.96							4.96	
Saturday	2/25/2023								0.00	
Total Week		30.63	0.00	0.00	0.00	8.00	0.00	0.00	38.63	
Sunday	2/26/2023								0.00	
Monday	2/27/2023	7.02							7.02	
Tuesday	2/28/2023	9.06							9.06	
Wednesday									0.00	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		16.08	0.00	0.00	0.00	0.00	0.00	0.00	16.08	
Total Pay Period		54.38	0.00	0.00	0.00	8.00	0.00	0.00	62.38	

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

02/16/2023 to 02/28/2023

Regular	PTO	OT	DT	Total Hours
54.38	0.00	0.00	0.00	54.38

Time in	Time out	Duration	
February 16, 2023			
			7.67
7:53am	3:33pm	7.67	ADM > ADM - Customer Relations
February 21, 2023			
			7.40
7:47am	3:11pm	7.40	ADM > ADM - Customer Relations
February 22, 2023			
			10.55
7:46am	12:00pm	4.23	ADM > ADM - Customer Relations
12:01pm	6:20pm	6.32	MTG > MTG - Travel
February 23, 2023			
			7.72
8:00am (PST)	3:43pm (PST)	7.72	MTG > MTG - Other Government
NOTES: III-A Board of Trustees meeting in Couer D' Alene, ID			
February 24, 2023			
			4.97
8:04am (PST)	1:02pm (PST)	4.97	MTG > MTG - Travel
February 27, 2023			
			7.02
8:06am	3:07pm	7.02	ADM > ADM - Customer Relations
February 28, 2023			
			9.07
7:57am	5:01pm	9.07	ADM > ADM - Customer Relations