

Kyla Gardner

Pay Period

2/1/2023 to

2/15/2023

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	2/1/2023	4.48					4.00		8.48	
Thursday	2/2/2023	7.15							7.15	
Friday	2/3/2023								0.00	
Saturday	2/4/2023								0.00	
Total Week		11.63	0.00	0.00	0.00	0.00	4.00	0.00	15.63	
Sunday	2/5/2023								0.00	
Monday	2/6/2023	7.77							7.77	
Tuesday	2/7/2023	7.78							7.78	
Wednesday	2/8/2023	7.57							7.57	
Thursday	2/9/2023	7.77							7.77	
Friday	2/10/2023								0.00	
Saturday	2/11/2023								0.00	
Total Week		30.89	0.00	0.00	0.00	0.00	0.00	0.00	30.89	
Sunday	2/12/2023								0.00	
Monday	2/13/2023	10.11							10.11	
Tuesday	2/14/2023	7.60							7.60	
Wednesday	2/15/2023	7.55							7.55	
Thursday									0.00	
Friday									0.00	
Saturday									0.00	
Total Week		25.26	0.00	0.00	0.00	0.00	0.00	0.00	25.26	
Total Pay Period		67.78	0.00	0.00	0.00	0.00	4.00	0.00	71.78	

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

02/01/2023 to 02/15/2023

Regular	PTO	OT	DT	Total Hours
67.78	0.00	0.00	0.00	67.78

Time in	Time out	Duration	
February 1, 2023			4.48
7:57am	12:26pm	4.48	ADM > ADM - Customer Relations
February 2, 2023			7.15
7:53am	3:02pm	7.15	ADM > ADM - Customer Relations
February 6, 2023			7.77
7:47am	8:31am	0.73	ADM > ADM - Customer Relations
8:31am	8:58am	0.45	MTG > MTG - Staff Meeting
8:59am	3:34pm	6.58	ADM > ADM - Customer Relations
February 7, 2023			7.78
7:43am	3:30pm	7.78	ADM > ADM - Customer Relations
February 8, 2023			7.57
7:55am	3:29pm	7.57	ADM > ADM - Customer Relations
February 9, 2023			7.77
7:41am	9:30am	1.82	MTG > MTG - Other Governement
NOTES: Chamber of Commerce			
9:30am	3:27pm	5.95	ADM > ADM - Customer Relations
February 13, 2023			10.12
7:50am	8:34am	0.73	ADM > ADM - Customer Relations
8:35am	9:09am	0.57	MTG > MTG - Staff Meeting
9:09am	3:30pm	6.35	ADM > ADM - Customer Relations
5:58pm	8:26pm	2.47	MTG > MTG - Council Meeting
February 14, 2023			7.60
7:55am	10:45am	2.83	ADM > ADM - Customer Relations
10:45am	2:19pm	3.57	MTG > MTG - Other Governement
NOTES: Little Salmon River Watershed meeting			
2:19pm	3:31pm	1.20	ADM > ADM - Customer Relations
February 15, 2023			7.55
7:59am	3:32pm	7.55	ADM > ADM - Customer Relations