

Employee Timecard - Hourly Distribution Report

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	205 [POP]	06:30PM*	01:00AM*	6.50	6.5000000	
10/17/2023 Tue	205 [POP]	04:30PM*	12:00AM*	7.50	7.5000000	
10/18/2023 Wed	205 [POP]	10:30AM*	04:45PM*		6.2500000	
	205 [POP]	08:00PM*	10:30PM*	8.75	2.5000000	
10/19/2023 Thu	205 [POP]	02:00PM*	12:00AM*	10.00	10.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									65.00
3 [SICK]									151.00
6 [FH]									
205 [POP]	1[UNUSED]	32.75		32.75					
TOTALS		32.75		32.75					216.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]


Report Time: 8:36:40 AM

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	205 [POP]	07:00PM*	01:30AM*	6.50	6.5000000	
10/24/2023 Tue	205 [POP]	08:30PM*	10:30PM*		2.0000000	
	204 [POV]			10.00	8.0000000	
10/25/2023 Wed	205 [POP]	02:30PM*	01:00AM*	10.50	10.5000000	
10/27/2023 Fri	205 [POP]	06:30PM*	02:00AM*	7.50	7.5000000	
10/29/2023 Sun	208 [PADJ]			4.75	4.7500000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					65.00			8.00	57.00
3 [SICK]									151.00
6 [FH]									
204 [POV]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	26.50		26.50					
208 [PADJ]	1[UNUSED]	4.75		4.75					
TOTALS		39.25		39.25	65.00		8.00		208.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Notes Remove 3 Hours Vacation 10-24-2023
 Adclod - Patrol - Work 1030 A.M. - 2359 P.M 10-29
 12:00 a.m
 Reprinted →

Employee Timecard - Hourly Distribution Report

Report Date: 11/03/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 11:50:43 AM

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	205 [POP]	07:00PM*	01:30AM*	6.50	6.5000000	
10/24/2023 Tue	205 [POP]	08:30PM*	10:30PM*	2.00	2.0000000	
10/25/2023 Wed	205 [POP]	02:30PM*	01:00AM*	10.50	10.5000000	
10/27/2023 Fri	205 [POP]	06:30PM*	02:00AM*	7.50	7.5000000	
10/29/2023 Sun	205 [POP]	10:30AM*	12:00AM*		13.5000000	
	208 [PADJ]			12.75	-0.7500000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									65.00
3 [SICK]									151.00
6 [FH]									
205 [POP]	1[UNUSED]	40.00		40.00					
208 [PADJ]	1[UNUSED]	-0.75		-0.75					
TOTALS		39.25		39.25					216.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

AD002 [ROESSLER, HAILEY]					
Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	501 [TRW]	08:00AM	12:29PM		4.5000000	
	501 [TRW]	01:56PM	04:36PM	7.00	2.5000000	
10/17/2023 Tue	501 [TRW]	07:58AM	12:03PM		4.0000000	
	501 [TRW]	12:57PM	04:28PM	7.50	3.5000000	
10/18/2023 Wed	501 [TRW]	08:14AM	12:46PM		4.5000000	
	501 [TRW]	01:49PM	04:33PM	7.25	2.7500000	
10/19/2023 Thu	501 [TRW]	08:00AM	12:04PM		4.0000000	
	501 [TRW]	12:45PM	04:28PM	7.75	3.7500000	
10/20/2023 Fri	501 [TRW]	08:01AM	11:55AM	4.00	4.0000000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									3.25
3 [SICK]									7.00
6 [FH]									
7 [BREV]									
501 [TRW]	1[UNUSED]	33.50		33.50					
TOTALS		33.50		33.50					10.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

2024 Budget Prep. Gen Corresp /AP/AR/Facebook
SOP, Updates, Record Retention, Filing, Cleaning
Boo Bash Prep, TID /TIF, Clean Up Day Recs,
Utility Act, FMP

Employee Timecard - Hourly Distribution Report

Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 8:49:37 AM

AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	501 [TRW]	08:00AM	12:13PM	8.00	4.2500000	
	501 [TRW]	12:46PM	04:27PM		3.7500000	
10/24/2023 Tue	503 [TRS]			10.50	4.0000000	
	501 [TRW]	07:57AM	01:29PM		5.5000000	
	501 [TRW]	03:45PM	04:42PM		1.0000000	
10/25/2023 Wed	501 [TRW]	08:04AM	01:37PM	8.75	5.5000000	
	501 [TRW]	02:21PM	04:35PM		2.2500000	
	501 [TRW]	05:29PM	06:36PM		1.0000000	
10/26/2023 Thu	501 [TRW]	08:00AM*	01:39PM	8.50	5.7500000	
	501 [TRW]	02:12PM	05:02PM		2.7500000	
10/27/2023 Fri	501 [TRW]	07:58AM	12:30PM*	4.50	4.5000000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									3.25
3 [SICK]					7.00		4.00		3.00
6 [FH]									
7 [BREV]									
501 [TRW]	1[UNUSED]	36.25		36.25					
503 [TRS]	1[UNUSED]	4.00		4.00					
TOTALS		40.25		40.25	7.00		4.00		6.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Communications / Postings / Prep Accounts

Employee Timecard - Hourly Distribution Report

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

PW003 [JOHNSON, HARRY]					
Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401
Pay Type	1	Last Name	JOHNSON	First Name	HARRY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	101 [PAW]	08:22AM	12:45PM	4.50	4.500000	
10/17/2023 Tue	401 [STW]	08:17AM	12:32PM	4.25	4.250000	
10/18/2023 Wed	401 [STW]	08:26AM	01:01PM	4.50	4.500000	
10/19/2023 Thu	401 [STW]	08:17AM	12:43PM	4.50	4.500000	
10/20/2023 Fri	611 [FMW]	08:20AM	12:51PM	4.50	4.500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	4.50		4.50					
401 [STW]	1[UNUSED]	13.25		13.25					
611 [FMW]	1[UNUSED]	4.50		4.50					
TOTALS		22.25		22.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X *[Signature]*
Supervisor Signature

Mon 10/16 Put Tables chairs back in storage room
Worked on doors for park bath rooms
Tues 10/17 cleared junk from side of shop + rec'd storage room
for clean up days
Wed 10/18 Put door on Mens bath room at park, Moved RLC
for table, lots across from badge mat, shop lawn
Thurs 10/19 Moved Volley ball area, across from Chuck &
Lumber yard, Moved along HHH, took other door to park
Fri 10/20 Moved file cabinet from upstairs, took down flags
at ball park, finished moving along HHH, Moved fire station

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Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 8:36:40 AM

PW003 [JOHNSON, HARRY]										
Employee ID		PW003		DEPT(G2)		FM		Pay Policy		401
Pay Type		1		Last Name		JOHNSON		First Name		HARRY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	401 [STW]	08:20AM	12:55PM	4.75	4.7500000	
10/24/2023 Tue	101 [PAW]	08:15AM	01:13PM	5.00	5.0000000	
10/25/2023 Wed	101 [PAW]	07:47AM	11:34AM	3.75	3.7500000	
10/26/2023 Thu	101 [PAW]	08:02AM	12:03PM	4.00	4.0000000	
10/27/2023 Fri	611 [FMW]	08:05AM	12:20PM	4.25	4.2500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	12.75		12.75					
401 [STW]	1[UNUSED]	4.75		4.75					
611 [FMW]	1[UNUSED]	4.25		4.25					
TOTALS		21.75		21.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson
Employee Signature

X [Signature]
Supervisor Signature

Mon 10/23 checked/painted at both ends of Village, finished door on women's part bath rooms, caulked window in lobby
 Tues 10/24 clean part bath rooms, drained concession stand hot water heater, moved corner of 15-15 1/4 HHH, moved dog park
 wed 10/25 waited for plumber, put trash cans away at park
 Put soccer nets away (in white shed) took out garbage at shop
 Thurs 10/26 winterize part bath rooms + concession stand
 got things ready for Boo-Bash
 Fri 10/27 moved paper food from concession stand to RCC
 Emptyed garbage at RCC

From Employee:
Thru Employee:

From Dept:
Thru Dept:

PETERSON, DALE T

Check Date: 10/25/2023
Pay Period: 10/02/2023 Thru: 10/15/2023

Earnings:

Regular Pay	2,400.00	80.00	Hours
Overtime Pay	78.75	1.75	Hours

	2,478.75		

Withholdings:

Federal	218.60
Social Security	146.41
Medicare	34.24
Wisconsin	108.58
DENTAL INS.	11.97
<i>refund:</i> HEALTH INS.	105.37

625.17

NET PAY 1,853.58

Flexible Time Off:

	<u>Earned</u>	<u>Used</u>	<u>Remaining</u>
FLOATER	0.00	0.00	8.00
SICK HOURS	0.00	0.00	8.00
VACATION HOURS	0.00	0.00	32.50
	-----	-----	-----
	0.00	0.00	48.50

Employee Timecard - Hourly Distribution Report

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

PW005 [PETERSON, DALE]			
Employee ID	PW005	DEPT(G2)	PW
Pay Type	3	Last Name	PETERSON
Pay Policy	300	First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	601 [WAW]	06:55AM	03:23PM	8.50	8.500000	
10/17/2023 Tue	301 [SEW]	06:30AM	03:18PM	8.75	8.750000	
10/18/2023 Wed	301 [SEW]	06:30AM*	03:14PM	8.75	8.750000	
10/19/2023 Thu	601 [WAW]	06:42AM	03:11PM	8.50	8.500000	
10/20/2023 Fri	604 [WAV]				2.750000	
	304 [SEV]			5.50	2.750000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					32.50		5.50		27.00
3 [SICK]									8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	17.50		17.50					
304 [SEV]	1[UNUSED]	2.75		2.75					
601 [WAW]	1[UNUSED]	17.00		17.00					
604 [WAV]	1[UNUSED]	2.75		2.75					
TOTALS		40.00		40.00	32.50		5.50		43.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Dale Peterson Weekly Work Log 10-16-2023

Monday 10-16-2023:

Daily Labs at WWTP 2 Hours

Started making security repairs at Well 1 found during the DNR Sanitary Survey 5 Hours, Supervised hauling of sludge and pumped sludge at WWTP 1 Hour.

Tuesday 10-17-2023:

Daily Rounds at WWTP 2 Hours

Investigated water quality issue @ 225 Main, no issues found left vmail for homeowner 2 Hours, Investigated curb box that was struck by drill rig no issues found 2 Hours, Pumped sludge at WWTP and supervised hauling out of sludge 3 Hours.

Wednesday 10-18-2023:

Daily Labs at WWTP 2 Hours

Pumped sludge and supervised sludge hauling at WWTP 3 Hours, Traveled to Menards to pick up new exterior door to replace broken door at Well 1 2 Hours, Started new locates for MHTC project 1.5 Hours

Thursday: 10-19-2023:

Daily Labs at WWTP 2 Hours

Locates at Grove, Cretney, Jarvis and Kirby 3 Hours, Water meter install 1 Hour, Sludge pumping at WWTP 2 Hours.

Friday 10-20-2023:

8 Hours Vacation

Employee Timecard - Hourly Distribution Report

Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 8:36:40 AM

PW005 [PETERSON, DALE]					
Employee ID	PW005	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	PETERSON	First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	301 [SEW]	06:54AM	11:48AM		4.7500000	
	301 [SEW]	12:20PM*	03:29PM	8.00	3.2500000	
10/24/2023 Tue	604 [WAV]			8.00	8.0000000	
10/25/2023 Wed	304 [SEV]			8.00	8.0000000	
10/26/2023 Thu	301 [SEW]	06:31AM	03:27PM	9.00	9.0000000	
10/27/2023 Fri	301 [SEW]	06:30AM	01:59PM	7.50	7.5000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					27.00		16.00		11.00
3 [SICK]									8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	24.50		24.50					
304 [SEV]	1[UNUSED]	8.00		8.00					
604 [WAV]	1[UNUSED]	8.00		8.00					
TOTALS		40.50		40.50	27.00		16.00		27.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 10-23-2023

Monday 10-23-2023:

Daily Labs at WWTP 2 Hours

Pumped sludge and working on cleaning and repairing sludge tank 6 Hours

Tuesday 10-24-2023:

Vacation 8 Hours

Wednesday 10-25-2023:

Vacation 8 Hours

Thursday: 10-26-2023:

Daily Labs at WWTP 2 Hours

Worked on response to DNR Sanitary Survey report 3 Hours, Emptying sludge tank and pumping sludge 4 Hours.

Friday 10-27-2023:

Daily Labs at WWTP 2 Hours

Assist in cleaning out concession stand 1 Hours, Water meter reads 3 Hours, Cleaning out sludge tank and removing repair clamp on air supply line 1.5 Hours.

Employee Timecard - Hourly Distribution Report

Report Date: 10/23/2023

10/16/2023 - 10/22/2023 [7 days]

Report Time: 8:27:58 AM

SP003 [LOSBY, BRADEN]

Employee ID	SP003	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/16/2023 Mon	301 [SEW]	06:54AM	11:58AM		5.0000000	
	401 [STW]	12:30PM	03:25PM	8.00	3.0000000	
10/17/2023 Tue	301 [SEW]	06:54AM	12:01PM		5.0000000	
	401 [STW]	12:28PM	03:21PM	7.75	2.7500000	
10/18/2023 Wed	301 [SEW]	07:01AM	12:00PM		5.0000000	
	401 [STW]	12:30PM*	03:16PM*	7.75	2.7500000	
10/19/2023 Thu	301 [SEW]	06:57AM	12:00PM		5.0000000	
	401 [STW]	12:13PM	03:33PM	8.25	3.2500000	
10/20/2023 Fri	301 [SEW]	06:54AM	12:01PM		5.0000000	
	401 [STW]	12:27PM	02:10PM*	6.75	1.7500000	
10/21/2023 Sat	601 [WAW]	09:26AM	11:26AM*	2.00	1.5000000	0.5000000
10/22/2023 Sun	301 [SEW]	09:33AM	11:33AM*	2.00		2.0000000

Summary - SP003 [LOSBY, BRADEN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]									27.75
6 [FH]									8.00
301 [SEW]	1[UNUSED]	25.00	2.00	27.00					
401 [STW]	1[UNUSED]	13.50		13.50					
601 [WAW]	1[UNUSED]	1.50	0.50	2.00					
TOTALS		40.00	2.50	42.50					70.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL

Employee Signature

X [Signature]

Supervisor Signature

Monday October 16 2023:

Waste water class. – 8 hours

Tuesday October 17 2023:

Waste water class. – 8 hours

Wednesday October 18 2023:

Waste water class. – 8 hours

Thursday October 19 2023:

Waste water class. – 8 hours

Friday October 20 2023:

Waste water class. – 7 hours

Saturday October 21 2023:

Weekend rounds. – 2 hours

Sunday October 23 2023:

Weekend rounds. – 2 hours

Employee Timecard - Hourly Distribution Report

Report Date: 10/30/2023

10/23/2023 - 10/29/2023 [7 days]

Report Time: 8:36:40 AM

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
Pay Policy	400	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/23/2023 Mon	401 [STW]	06:55AM	09:30AM	2.50	2.5000000	
10/24/2023 Tue	404 [STV]				4.2500000	
	401 [STW]	06:55AM	10:46AM	8.00	3.7500000	
10/25/2023 Wed	401 [STW]	06:59AM	11:12AM		4.2500000	
	401 [STW]	11:48AM	03:28PM	8.00	3.7500000	
10/26/2023 Thu	401 [STW]	06:57AM	12:04PM		5.0000000	
	401 [STW]	12:37PM	03:27PM	8.00	3.0000000	
10/27/2023 Fri	7 [BREV]			8.00	8.0000000	
10/28/2023 Sat	601 [WAW]	09:46AM	11:46AM*	2.00	2.0000000	
10/29/2023 Sun	301 [SEW]	09:54AM	11:54AM*	2.00	2.0000000	

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					34.50		4.25		30.25
3 [SICK]									27.75
6 [FH]									8.00
7 [BREV]	1[UNUSED]	8.00		8.00		8.00	8.00		
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	22.25		22.25					
404 [STV]	1[UNUSED]	4.25		4.25					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		38.50		38.50	34.50	8.00	12.25		66.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL
Employee Signature

X [Signature]
Supervisor Signature

Weekly Work Log October 23 – October 29 2023

Braden Losby

Monday October 23 2023:

Daily rounds. – 2 hours

Tuesday October 24 2023:

Daily rounds. – 2 hours

Working on putting trash cans away at park. – 2 hours

Wednesday October 25 2023:

Daily rounds. – 2 hours

Cleaning up park shelter. – 2 hours

Street sweeping. – 4 hours

Thursday October 26 2023:

Daily rounds. – 2 hours

Winterizing park shelter and bathrooms. – 4 hours

Draining portable water tank. – 1 hour

Working on filling out DNR test application. – 1 hour

Friday October 27 2023:

Out for the day

Saturday October 28 2023:

Weekend rounds. – 2 hours

Sunday October 29 2023:

Weekend rounds. – 2 hours