

**Time Distribution Report.LC - Allocation of hours**

Report Date: 03/04/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 2:47:14 PM

02/16/2026 - 03/22/2026 [35 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	5.50	0.00	5.50
AD [General Admin]	504[TRV]	6.00	0.00	6.00
AD [General Admin]	511[CW]	14.00	0.00	14.00
AD [General Admin]	514[CV]	6.00	0.00	6.00
EL [ADMIN-ELECTION]	551[ECW]	1.75	0.00	1.75
SE [Sewer]	305[SADW]	1.50	0.00	1.50
WA [Water]	605[WADW]	1.50	0.00	1.50
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>36.25</b>	<b>0.00</b>	<b>36.25</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	31.75	0.00	31.75
SE [Sewer]	305[SADW]	2.50	0.00	2.50
WA [Water]	605[WADW]	2.50	0.00	2.50
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>36.75</b>	<b>0.00</b>	<b>36.75</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	20.50	0.00	20.50
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>20.50</b>	<b>0.00</b>	<b>20.50</b>
<b>Employee: PW007 [LARKINS, LAMONT]</b>				
SE [Sewer]	301[SEW]	19.75	6.25	26.00
ST [Streets]	401[STW]	8.00	0.00	8.00
WA [Water]	601[WAW]	12.25	0.00	12.25
<b>PW007 [LARKINS, LAMONT] Total:</b>		<b>40.00</b>	<b>6.25</b>	<b>46.25</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
SE [Sewer]	301[SEW]	8.00	2.00	10.00
ST [Streets]	401[STW]	26.00	2.00	28.00
WA [Water]	601[WAW]	6.00	2.00	8.00
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>40.00</b>	<b>6.00</b>	<b>46.00</b>
<b>Grand Totals:</b>		<b>173.50</b>	<b>12.25</b>	<b>185.75</b>

END OF REPORT

Time Distribution Report.LC - Allocation of hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/23/2026

02/16/2026 - 02/22/2026 [7 days]

Report Time: 8:19:48 AM

**AD001 [PHELAN, LORI L]**

<b>Employee ID</b>	AD001	<b>DEPT(G2)</b>	AD	<b>Pay Policy</b>	500
<b>Pay Type</b>	3	<b>Last Name</b>	PHELAN	<b>First Name</b>	LORI L

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/16/2026 Mon	511 [CW]	07:56AM	12:03PM	4.0000000		9.00
	511 [CW]	01:07PM	06:00PM	5.0000000		
02/17/2026 Tue	511 [CW]	07:58AM	12:10PM	4.2500000		7.50
	511 [CW]	01:11PM	04:28PM	3.2500000		
02/18/2026 Wed	511 [CW]	08:01AM	12:40PM	4.7500000		7.75
	511 [CW]	01:24PM	04:27PM	3.0000000		
02/19/2026 Thu	514 [CV]			4.0000000		8.00
	504 [TRV]			4.0000000		
02/20/2026 Fri	514 [CV]			2.0000000		4.00
	504 [TRV]			2.0000000		

**Summary - AD001 [PHELAN, LORI L]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					185.50		12.00		173.50
3 [SICK]									74.75
6 [FH]									8.00
504 [TRV]	1[UNUSED]	6.00		6.00					
511 [CW]	1[UNUSED]	24.25		24.25					
514 [CV]	1[UNUSED]	6.00		6.00					
<b>TOTALS</b>		<b>36.25</b>		<b>36.25</b>	<b>185.50</b>		<b>12.00</b>		<b>256.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Lori Phelan

2/16-22/26	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
<b>Clerk</b>						
Agendas			1.75			1.75
Minutes						0
Licensing						0
Timesheets & allocations	4.5	1				5.5
Miscellaneous-Emails, Phone calls, Ordinances	1		2.25			3.25
Ordinances						0
BOT/Comm Meeting-preparation, attend, wrap up, follow up, social media	2.5	1				3.5
Holiday						0
Vacation				4	2	6
Sick						0
						0
<b>Daily totals</b>	8	2	4	4	2	
<b>Clerk Totals</b>						<b>20</b>
<b>Treasurer</b>						
Invoices, CC receipts						0
Deposits						0
Payroll-taxes, reports, WRS, W-2		4.25				4.25
Bank/CC reconciliation						0
Miscellaneous-Bank transfers, Auditor, resident questions, fees		0.5	0.75			1.25
Holiday						0
Vacation				4	2	6
Sick						0
<b>Daily totals</b>	0	4.75	0.75	4	2	11.5
<b>Treasurer Totals</b>						<b>11.5</b>
<b>Utility</b>						
Customer inquiry						0
Billing & receipting	0.5	0.5	0.5			1.5
SEWER only-spec project						0
WATER only-spec project						0
Miscellaneous-Forms, HeyGov, Final reads, Title Co., rates			0.5			0.5
<b>Daily totals</b>	0.5	0.5	1	0	0	
<b>Sewer total</b>						<b>1</b>
<b>Water total</b>						<b>1</b>
<b>Election</b>						
WisVote, election admin, notices			1			1
Voter maintenance-Registrations, absentee-requests		0.25				
Pollworkers-scheduling, training						
Miscellaneous	0.5		1			
<b>Daily totals</b>	0.5	0.25	2	0	0	
<b>Election Totals</b>						<b>1</b>
<b>Daily totals</b>	9	7.5	7.75	8	4	
<b>Total hours</b>						<b>36.25</b>

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/23/2026

02/16/2026 - 02/22/2026 [7 days]

Report Time: 8:19:48 AM

#### AD005 [RINIKER, MARJORIE]

<b>Employee ID</b>	AD005	<b>DEPT(G2)</b>	AD	<b>Pay Policy</b>	700
<b>Pay Type</b>	3	<b>Last Name</b>	RINIKER	<b>First Name</b>	MARJORIE

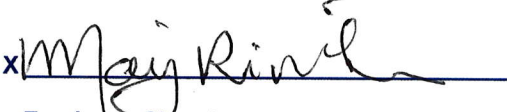
#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/16/2026 Mon	701 [ADSW]	07:46AM	01:14PM	5.5000000		8.00
	701 [ADSW]	02:00PM	04:30PM	2.5000000		
02/17/2026 Tue	701 [ADSW]	07:43AM	01:38PM	6.0000000		8.00
	701 [ADSW]	02:32PM	04:29PM	2.0000000		
02/18/2026 Wed	701 [ADSW]	07:49AM	01:26PM	5.7500000		9.00
	701 [ADSW]	02:16PM	05:24PM	3.2500000		
02/19/2026 Thu	701 [ADSW]	07:53AM	01:01PM	5.0000000		7.50
	701 [ADSW]	02:03PM	04:30PM	2.5000000		
02/20/2026 Fri	701 [ADSW]	07:49AM	12:01PM	4.2500000		4.25

#### Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									112.00
3 [SICK]									44.50
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.75		36.75					
<b>TOTALS</b>		<b>36.75</b>		<b>36.75</b>					<b>164.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature

Marj Riniker

Week of

<b>2/16/2026</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
<b>Admin/Deputy</b>						
Licences	2.5		0.25	0.25		3
Invoices	1	1	0.5			2.5
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		4	1.5	1.75		7.25
Social Media (create content, moniter accts, posting)	0.5	1	1.5	1	1.5	5.5
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	1.5	1	3.75	2.5	2.25	11
meetings - inperson or online	0.5		1			1.5
Clerk/treasurer	0.5			0.5		1
grant work						0
Property tax						0
Elections						0
PTO						0
<b>Daily totals</b>	6.5	7	8.5	6	3.75	31.75
<b>Admin/Deputy Totals</b>						<b>31.75</b>
<b>Park/Rec</b>						
Event work						0
Meetings/prep						0
Social Media						0
<b>Daily totals</b>	0	0	0	0	0	
<b>Park/Rec Totals</b>						<b>0</b>
<b>Utility</b>						
Billing/rcptg/meters	1.5	1	0.5	1.5	0.5	5
Water only						0
Sewer only						0
<b>Daily totals</b>	1.5	1	0.5	1.5	0.5	
<b>Utility Totals</b>						<b>5</b>
<b>Daily totals</b>	8	8	9	7.5	4.25	
					<b>Total hours</b>	<b>36.75</b>

**Employee Timecard - LPHELAN-07/27/2015**

Report Date: 02/23/2026

02/16/2026 - 02/22/2026 [7 days]

Report Time: 8:19:48 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	Reg Hrs	OT Hrs	Daily Total
02/16/2026 Mon	401 [STW]	08:02AM	11:55AM	4.0000000		4.00
02/17/2026 Tue	401 [STW]	08:03AM	11:50AM	3.7500000		3.75
02/18/2026 Wed	401 [STW]	07:58AM	12:08PM	4.2500000		4.25
02/19/2026 Thu	401 [STW]	08:03AM	12:11PM	4.2500000		4.25
02/20/2026 Fri	401 [STW]	07:51AM	12:02PM	4.2500000		4.25

**Summary - PW003 [JOHNSON, HARRY]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	20.50		20.50					
<b>TOTALS</b>		<b>20.50</b>		<b>20.50</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson  
Employee Signature

x [Signature]  
Supervisor Signature

Mon 2/16 worked at RCC, preped hallway floors  
 Tues 2/17 Painted wall in hallway, replaced light bulbs up stairs  
 Wed 2/18 removed tape from hallway wall, fixed flag pole light,  
 blew leaves from side walks, tore down ramp behind RCC  
 Thurs 2/19 put out tables & chairs in MP room & cleaned, emptied garbage  
 Moped hallways  
 Fri 2/20 Plowed & salted sidewalks, put down gym mats, took down  
 pickle net, cleaned & stacked bathroom

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/23/2026

02/16/2026 - 02/22/2026 [7 days]

Report Time: 8:19:48 AM

#### PW007 [LARKINS, LAMONT]

<b>Employee ID</b>	PW007	<b>DEPT(G2)</b>	PW	<b>Pay Policy</b>	300
<b>Pay Type</b>	3	<b>Last Name</b>	LARKINS	<b>First Name</b>	LAMONT

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/16/2026 Mon	301 [SEW]	05:57AM	12:02PM	6.000000		11.75
	301 [SEW]	12:33PM	06:11PM*	5.750000		
02/17/2026 Tue	301 [SEW]	06:10AM	11:32AM	5.250000		9.25
	301 [SEW]	11:59AM	03:59PM	4.000000		
02/18/2026 Wed	301 [SEW]	05:56AM	11:30AM	5.500000		8.00
	301 [SEW]	12:01PM	02:30PM	2.500000		
02/19/2026 Thu	301 [SEW]	06:03AM	11:34AM	5.500000		8.00
	301 [SEW]	12:05PM	02:30PM	2.500000		
02/20/2026 Fri	301 [SEW]	05:32AM	12:00PM	3.000000	3.500000	9.25
	301 [SEW]	12:30PM	03:15PM		2.750000	

#### Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									80.00
3 [SICK]									28.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	6.25	46.25					
<b>TOTALS</b>		<b>40.00</b>	<b>6.25</b>	<b>46.25</b>					<b>116.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

**Lamont Larkins**

**Weekly Work Log February 16**

**Monday 02/16/2025:**

Water Daily operations, meters– 3 hour

Sewer Daily operations – 6 hours

HHH meeting- 3 hours

**Tuesday 02/17/2025:**

Water Daily Operations,WRWA – 2 hours

Sewer Daily Operations, DNR– 6 hours

**Wednesday 02/18/2025:**

Water Daily Operations, – 1 hours

Sewer Daily Operations, EMOR - 2 hours

Storm drains – 5 hours

**Thursday 02/19/2026:**

Water Daily Operations,CC -3 hours

Sewer Daily Operations, clean plant- 5 hours

**Friday 02/20/2026:**

Water Daily Operations, meter – 2 hour

Sewer Daily Operations, cleaned plantDRN- 6 hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/23/2026

02/16/2026 - 02/22/2026 [7 days]

Report Time: 8:19:49 AM

#### SP004 [MECKLEY, KEVIN]

Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/16/2026 Mon	401 [STW]	06:56AM	12:00PM	5.0000000		
	401 [STW]	12:24PM	03:28PM	3.0000000		
	401 [STW]	03:54PM	05:54PM	2.0000000		
02/17/2026 Tue	401 [STW]	06:55AM	12:00PM	5.0000000		
	401 [STW]	12:24PM	03:28PM	3.0000000		
02/18/2026 Wed	401 [STW]	06:55AM	11:29AM	4.5000000		
	401 [STW]	11:53AM	03:27PM	3.5000000		
02/19/2026 Thu	401 [STW]	06:59AM	12:00PM	5.0000000		
	401 [STW]	12:23PM	03:29PM	3.0000000		
02/20/2026 Fri	401 [STW]	07:00AM	11:59AM	5.0000000		
	401 [STW]	12:25PM	03:25PM	1.0000000	2.0000000	
02/21/2026 Sat	301 [SEW]	07:05AM	09:05AM*		2.0000000	2.00
02/22/2026 Sun	601 [WAW]	08:44AM	10:44AM*		2.0000000	2.00

#### Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									60.00
3 [SICK]									44.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	2.00	42.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>6.00</b>	<b>46.00</b>					<b>112.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Monday February 16th 2026

Installe water meter – 1 hour

Water line inspection – 1 hour

Filled in hole with gravle – 2 hours

Washed skid steer – 1 hour

Shop work – 3 hours

Highway meeting – 2 hours

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Tuesday February 17th 2026

Worked at treatment plant – 3 hours

Shop work – 5 hours

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Wednesday February 18th 2026

Cleaned gutters ant storm drains – 6 hours

Installed water meter – 1 hour

Shop work – 1 hour

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Thursday February 19th 2026

Hauled compost – 1 hour

Worked with Lamont – 7 hours

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Friday February 20<sup>th</sup> 2026

Rolled out mats – 1 hour

Salted – 2 hours

Installed water meter – 1 hour

Worked in shop – 4 hours

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Saturday February 21<sup>st</sup> 2026

Weekend rounds – 2 hours

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Sunday February 22<sup>nd</sup> 2026

Weekend rounds – 2 hours

### Time Distribution Report.LC - Allocation of hours

Report Date: 03/04/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 4:11:01 PM

02/23/2026 - 03/01/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	504[TRV]	18.00	0.00	18.00
AD [General Admin]	511[CW]	1.25	0.00	1.25
AD [General Admin]	514[CV]	18.00	0.00	18.00
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>37.25</b>	<b>0.00</b>	<b>37.25</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	21.00	0.00	21.00
PA [Parks]	101[PAW]	2.25	0.00	2.25
SE [Sewer]	305[SADW]	6.00	0.00	6.00
WA [Water]	605[WADW]	6.00	0.00	6.00
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>35.25</b>	<b>0.00</b>	<b>35.25</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	19.75	0.00	19.75
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>19.75</b>	<b>0.00</b>	<b>19.75</b>
<b>Employee: PW007 [LARKINS, LAMONT]</b>				
SE [Sewer]	301[SEW]	27.25	0.00	27.25
SE [Sewer]	304[SEV]	4.00	0.00	4.00
SP [Streets Plowing]	401[STW]	2.00	0.00	2.00
WA [Water]	601[WAW]	8.00	0.00	8.00
WA [Water]	604[WAV]	4.00	0.00	4.00
<b>PW007 [LARKINS, LAMONT] Total:</b>		<b>45.25</b>	<b>0.00</b>	<b>45.25</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
SE [Sewer]	301[SEW]	15.50	0.00	15.50
SP [Streets Plowing]	401[STW]	0.00	1.00	1.00
ST [Streets]	401[STW]	21.00	0.75	21.75
WA [Water]	601[WAW]	3.50	0.00	3.50
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>40.00</b>	<b>1.75</b>	<b>41.75</b>
<b>Grand Totals:</b>		<b>177.50</b>	<b>1.75</b>	<b>179.25</b>

END OF REPORT

Time Distribution Report.LC - Allocation of hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/02/2026

02/23/2026 - 03/01/2026 [7 days]

Report Time: 11:42:24 AM

**AD001 [PHELAN, LORI L]**

Employee ID	AD001	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	PHELAN	First Name	LORI L

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/23/2026 Mon	514 [CV] 504 [TRV]			4.0000000 4.0000000		8.00
02/24/2026 Tue	514 [CV] 504 [TRV]			4.0000000 4.0000000		8.00
02/25/2026 Wed	514 [CV] 504 [TRV]			4.0000000 4.0000000		8.00
02/26/2026 Thu	504 [TRV] 511 [CW]	09:22AM	10:25AM	4.0000000 1.2500000		9.25
02/27/2026 Fri	514 [CV] 504 [TRV]			2.0000000 2.0000000		4.00

**Summary - AD001 [PHELAN, LORI L]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					173.50		36.00		137.50
3 [SICK]					74.75	4.00			78.75
6 [FH]									8.00
504 [TRV]	1[UNUSED]	18.00		18.00					
511 [CW]	1[UNUSED]	1.25		1.25					
514 [CV]	1[UNUSED]	18.00		18.00					
<b>TOTALS</b>		<b>37.25</b>		<b>37.25</b>	<b>248.25</b>	<b>4.00</b>	<b>36.00</b>		<b>224.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Lori Phelan

02/2/263-03/01/26

Monday Tuesday Wednesday Thursday Friday Total hrs

Clerk	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Agendas	Vacation	Vacation	Vacation	Vacation		0
Minutes	Vacation	Vacation	Vacation	Vacation		0
Licensing	Vacation	Vacation	Vacation	Vacation		0
Timesheets & allocations	Vacation	Vacation	Vacation	Vacation		0
Miscellaneous-Emails, Phone calls	Vacation	Vacation	Vacation	Vacation	1.25	1.25
Ordinances	Vacation	Vacation	Vacation	Vacation		0
BOT/Comm Meeting-preparation, attend, wrap up, follow up, social media	Vacation	Vacation	Vacation	Vacation	Vacation	0
Holiday					Vacation	0
Vacation	4	4	4	4	2	18
Sick						0
<b>Daily totals</b>	4	4	4	4	3.25	

**Clerk Totals 19.25**

Treasurer	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Invoices, CC receipts						0
Deposits						0
Payroll-taxes, reports, WRS, W-2						0
Bank/CC reconciliation						0
Property Tax						0
Miscellaneous-Bank transfers, Auditor, resident questions						0
Holiday						0
Vacation	4	4	4	4	2	18
Sick						0
<b>Daily totals</b>	4	4	4	4	2	

**Treasurer Totals 18**

Utility	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Customer inquiry						0
Billing & receipting						0
SEWER only-spec project						0
WATER only-spec project						0
Miscellaneous-Forms, HeyGov, Final reads, Title Co.						0
<b>Daily totals</b>	0	0	0	0	0	

**Sewer total 0**

**Water total 0**

Election	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
WisVote, election admin, notices						0
Voter maintenance-Registrations, absentee-requests						
Pollworkers-scheduling, training						
Miscellaneous						
<b>Daily totals</b>	0	0	0	0	0	

**Election Totals 0**

**Daily totals 8 8 8 8 5.25 Total hours 37.25**

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/02/2026

02/23/2026 - 03/01/2026 [7 days]

Report Time: 11:42:24 AM

#### AD005 [RINIKER, MARJORIE]

Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/23/2026 Mon	701 [ADSW]	07:51AM	12:46PM	5.0000000		
	701 [ADSW]	01:30PM	04:27PM	3.0000000		8.00
02/24/2026 Tue	701 [ADSW]	07:53AM	01:00PM	5.0000000		
	701 [ADSW]	01:46PM	04:36PM	2.7500000		7.75
02/25/2026 Wed	701 [ADSW]	07:52AM	12:59PM	5.2500000		
	701 [ADSW]	01:51PM	04:29PM	2.7500000		8.00
02/26/2026 Thu	701 [ADSW]	07:54AM	01:41PM	5.7500000		
	701 [ADSW]	02:43PM	04:30PM	1.7500000		7.50
02/27/2026 Fri	701 [ADSW]	07:58AM	12:02PM	4.0000000		4.00

#### Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									112.00
3 [SICK]					44.50	4.00			48.50
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	35.25		35.25					
<b>TOTALS</b>		<b>35.25</b>		<b>35.25</b>	<b>44.50</b>	<b>4.00</b>			<b>168.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker  
Employee Signature

x Lai L. Phelan  
Supervisor Signature

Marj Riniker

Week of

<b>2/23/2026</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
<b>Admin/Deputy</b>						
Licences		0.25	0.25			0.5
Invoices	0.25			1	0.5	1.75
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	1.5	0.5	0.5	0.75	0.5	3.75
Social Media (create content, moniter accts, posting)	1	1	0.5	1	0.5	4
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	3.75	1.5	1.75	2	1.5	10.5
meetings - inperson or online						0
Clerk/treasurer				0.5		0.5
grant work						0
Property tax						0
Elections						0
PTO						0
<b>Daily totals</b>	6.5	3.25	3	5.25	3	21
<b>Admin/Deputy Totals</b>						<b>21</b>
<b>Park/Rec</b>						
Event work						0
Meetings/prep		1	0.5	0.25	0.5	2.25
Social Media						0
<b>Daily totals</b>	0	1	0.5	0.25	0.5	
<b>Park/Rec Totals</b>						<b>2.25</b>
<b>Utility</b>						
Billing/rcptg/meters	1.5	3.5	4.5	2	0.5	12
Water only						0
Sewer only						0
<b>Daily totals</b>	1.5	3.5	4.5	2	0.5	
<b>Utility Totals</b>						<b>12</b>
<b>Daily totals</b>	8	7.75	8	7.5	4	
<b>Total hours</b>						<b>35.25</b>

**Employee Timecard - LPHELAN-07/27/2015**

02/23/2026 - 03/01/2026 [7 days]

**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	Reg Hrs	OT Hrs	Daily Total
02/23/2026 Mon	401 [STW]	08:00AM	12:05PM	4.0000000		4.00
02/24/2026 Tue	401 [STW]	08:00AM	12:05PM	4.0000000		4.00
02/25/2026 Wed	401 [STW]	07:55AM	11:57AM	4.0000000		4.00
02/26/2026 Thu	401 [STW]	08:00AM	11:57AM	4.0000000		4.00
02/27/2026 Fri	401 [STW]	07:59AM	11:50AM	3.7500000		3.75

**Summary - PW003 [JOHNSON, HARRY]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	19.75		19.75					
<b>TOTALS</b>		<b>19.75</b>		<b>19.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x *[Signature]*  
Supervisor Signature

Mon 2/23 Rolled up gym mats, swept gym floor, put up pickle ball net, fixed door in women's bathroom  
 Tues 2/24 fixed bathroom door in handicap stall, cleaned bathrooms  
 Worked at RCC  
 Wed 2/25 Replaced soap dispenser in Linda's room, arranged MP room and moped floor for weekend event, moped south entrance stairs  
 Thurs 2/26 Washed windows, cleaned urinals, worked at RCC  
 Fri 2/27 Moped bathroom floors, cubed rollers on playground equipment

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/02/2026

02/23/2026 - 03/01/2026 [7 days]

Report Time: 11:42:24 AM

#### PW007 [LARKINS, LAMONT]

Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/23/2026 Mon	604 [WAV] 304 [SEV]			4.0000000 4.0000000		8.00
02/24/2026 Tue	301 [SEW] 301 [SEW]	06:09AM 12:30PM	12:00PM 02:39PM	5.7500000 2.2500000		8.00
02/25/2026 Wed	301 [SEW]	07:00AM*	03:00PM*	8.0000000		8.00
02/26/2026 Thu	301 [SEW] 301 [SEW]	06:31AM 12:29PM	12:01PM 03:01PM	5.5000000 2.5000000		8.00
02/27/2026 Fri	301 [SEW] 301 [SEW]	06:42AM 12:34PM*	12:04PM 03:32PM*	5.2500000 3.0000000		8.25
02/28/2026 Sat	301 [SEW]	09:30AM	11:30AM*	2.0000000		2.00
03/01/2026 Sun	301 [SEW]	07:36AM	10:32AM	3.0000000		3.00

#### Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					80.00		8.00		72.00
3 [SICK]					28.00	4.00			32.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	37.25		37.25					
304 [SEV]	1[UNUSED]	4.00		4.00					
604 [WAV]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>45.25</b>		<b>45.25</b>	<b>108.00</b>	<b>4.00</b>	<b>8.00</b>		<b>112.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

**Lamont Larkins**

**Weekly Work Log February 23**

**Monday 02/23/2025:**

Vacation – 8 hours

**Tuesday 02/24/2025:**

Water Daily Operations – 3 hours

Sewer Daily Operations – 5 hours

**Wednesday 02/25/2025:**

CEC Traing Plover- 8 hours

**Thursday 02/26/2026:**

Water Daily Operations -2 hours

Sewer Daily Operations, cleaning plant- 6 hours

**Friday 02/27/2026:**

Water Daily Operations, meters – 2 hour

Sewer Daily Operations, cleaned plant- 6 hours

**Saturday 02/28/26:**

System checks – 2 hours

**Sunday 03/01/26:**

System checks, snow removal – 3 hours

### Employee Timecard - LPHELAN-07/27/2015

02/23/2026 - 03/01/2026 [7 days]

#### SP004 [MECKLEY, KEVIN]

Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN


#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/23/2026 Mon	401 [STW]	05:43AM	11:30AM	5.7500000		8.25
	401 [STW]	11:54AM	02:30PM	2.5000000		
02/24/2026 Tue	401 [STW]	06:55AM	12:00PM	5.0000000		8.00
	401 [STW]	12:24PM	03:29PM	3.0000000		
02/25/2026 Wed	401 [STW]	05:43AM	11:31AM	5.7500000		8.25
	401 [STW]	11:55AM	02:30PM	2.5000000		
02/26/2026 Thu	401 [STW]	05:53AM	11:30AM	5.5000000		8.00
	401 [STW]	11:54AM	02:30PM	2.5000000		
02/27/2026 Fri	401 [STW]	06:57AM	12:00PM	5.0000000		8.25
	401 [STW]	12:18PM	03:32PM	2.5000000	0.7500000	
03/01/2026 Sun	401 [STW]	07:45AM	08:49AM		1.0000000	1.00

#### Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									60.00
3 [SICK]					44.00	4.00			48.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	1.75	41.75					
<b>TOTALS</b>		<b>40.00</b>	<b>1.75</b>	<b>41.75</b>	<b>44.00</b>	<b>4.00</b>			<b>116.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X   
Supervisor Signature

Monday February 23rd 2026

Treatment plant and well – 3 hours

Rolled up mats – 1 hour

Fixed bathroom stall door – 1 hour

Shop work – 4 hours

---

Tuesday February 24th 2026

Worked at treatment plant – 3 hours

Cleaned shop floor – 1 hour

Locate – 1 hour

Worked in shop – 3 hours

---

Wednesday February 25th 2026

Treatment plant – 3 hours

Meter reading – 2 hours

Shop work – 3 hours

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Thursday February 26th 2026

Meter install – 1 hour

Fixed plow – 2 hours

Equipment log book – 2 hours

Equipment maintenance – 3 hours

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Friday February 27<sup>th</sup> 2026

Water meter at bank – 1 hour

Changed all garbage – 1 hour

Worked at treatment plant – 6 hours

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Sunday March 1<sup>st</sup> 2026

Salted – 2 hours