

Summary Report.TA - No distribution

Report Date: 02/17/2026

Primary Sort By: LOC(G1);DEPT(G2);Employee

Report Time: 8:08:52 AM

02/02/2026 - 02/15/2026 [14 days]

Employee	Police Wages	Reg Hours	Police (off Site Punch) Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho Hours	Vacation Hours	Police Sick Hours	Police Grant Hours	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		77.75		-6.75				6.00		3.00	80.00
PD [Police] Total:		77.75	0.00	-6.75	0.00	0.00	0.00	6.00		3.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		77.75	0.00	-6.75	0.00	0.00	0.00	6.00		3.00	80.00
Head Count:											1
Grand Total:		77.75	0.00	-6.75	0.00	0.00	0.00	6.00		3.00	80.00
Head Count:											1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/09/2026

02/02/2026 - 02/08/2026 [7 days]

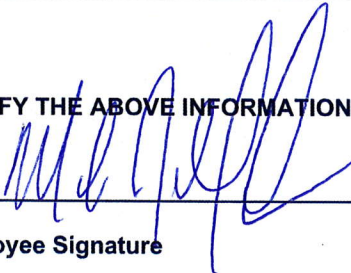
Report Time: 12:50:04 PM

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	203
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/03/2026 Tue	203 [POS]			6.0000000		10.50
	201 [POW]	06:14PM	10:45PM*	4.5000000		
02/04/2026 Wed	201 [POW]	02:15PM*	07:30PM*	5.2500000		8.00
	201 [POW]	08:35PM*	11:09PM*	2.7500000		
02/06/2026 Fri	201 [POW]	12:26PM	10:59PM	10.5000000		10.50
02/07/2026 Sat	201 [POW]	01:13PM	12:05AM	10.7500000		10.75

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.00
3 [SICK]					70.50		6.00		64.50
6 [FH]									8.00
201 [POW]	1[UNUSED]	33.75		33.75					
203 [POS]	1[UNUSED]	6.00		6.00					
TOTALS		39.75		39.75	70.50		6.00		232.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/16/2026

02/09/2026 - 02/15/2026 [7 days]

Report Time: 3:38:44 PM

PD011 [GORHAM, MICHAEL]			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
		Pay Policy	203
		First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/09/2026 Mon	201 [POW]	02:22PM*	10:08PM*	8.0000000		8.00
02/10/2026 Tue	201 [POW]	03:42PM	11:30PM	7.7500000		7.75
02/12/2026 Thu	206 [POG]	08:00AM*	11:00AM*	3.0000000		
	201 [POW]	11:00AM*	10:00PM*	11.0000000		14.00
02/13/2026 Fri	201 [POW]	08:00AM*	06:52PM	10.7500000		10.75
02/14/2026 Sat	201 [POW]	03:59PM	07:00PM*	3.0000000		3.00
02/15/2026 Sun	201 [POW]	05:30PM*	09:00PM*	3.5000000		
	208 [PADJ]			-6.7500000		-3.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.00
3 [SICK]									64.50
6 [FH]									8.00
201 [POW]	1[UNUSED]	44.00		44.00					
206 [POG]	1[UNUSED]	3.00		3.00					
208 [PADJ]	1[UNUSED]	-6.75		-6.75					
TOTALS		40.25		40.25					232.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Work log hours for timesheet allocations per 2026 budget

02/02-08/2026												02/09-15/2026												Totals															
Reg				OT				Vacation				Holiday				Sick				Reg				OT				Vacation				Holiday				Sick			
Lori												Lori												Lori															
work hours 38.50												work hours 36.75												work hours 75.25															
Percent 0.00												Percent 4.00												Percent 0.00															
38.50												40.75												79.25															
Dept												Dept												Dept															
C/T												C/T												C/T															
Election Adm												Election Adm												Election Adm															
C/T/E Total												C/T/E Total												C/T/E Total															
SewerAdm												SewerAdm												SewerAdm															
WaterAdm												WaterAdm												WaterAdm															
Park Wages												Park Wages												Park Wages															
AdmSvs												AdmSvs												AdmSvs															
SewerAdm												SewerAdm												SewerAdm															
WaterAdm												WaterAdm												WaterAdm															
Park Wages												Park Wages												Park Wages															
Dept												Dept												Dept															
work hours 36.25												work hours 35.75												work hours 72															
Percent 0.00												Percent 0.00												Percent 0															
36.25												35.75												72.00															
Dept												Dept												Dept															
AdmSvs												AdmSvs												AdmSvs															
SewerAdm												SewerAdm												SewerAdm															
WaterAdm												WaterAdm												WaterAdm															
Park Wages												Park Wages												Park Wages															
work hours 19.75												work hours 20.25												work hours 40															
Percent 0.00												Percent 0.00												Percent 0.00															
19.75												20.25												40.00															
Dept												Dept												Dept															
Park												Park												Park															
Sewer												Sewer												Sewer															
Water												Water												Water															
Street												Street												Street															
FacMaint												FacMaint												FacMaint															
work hours 40.00												work hours 40.00												work hours 80.00															
Percent 0.00												Percent 0.00												Percent 0.00															
42.25												45.50												87.75															
Dept												Dept												Dept															
Streets												Streets												Streets															
Sewer												Sewer												Sewer															
Water												Water												Water															
work hours 40.00												work hours 40.00												work hours 80															
Percent 0.00												Percent 0.00												Percent 0															
45.75												44.50												90.25															
Dept												Dept												Dept															
Park												Park												Park															
Sewer												Sewer												Sewer															
Water												Water												Water															
Streets												Streets												Streets															
work hours 28.00												work hours 24.00												work hours 52.00															
Percent 0.00												Percent 0.00												Percent 0.00															
28.00												24.00												58.73															
Dept												Dept												Dept															
Park												Park												Park															
Sewer												Sewer												Sewer															
Water												Water												Water															
Streets												Streets												Streets															

Time Distribution Report.LC - Allocation of hours

Report Date: 02/17/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 8:42:36 AM

02/02/2026 - 02/08/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	13.00	0.00	13.00
AD [General Admin]	511[CW]	20.75	0.00	20.75
EL [ADMIN-ELECTION]	551[ECW]	0.75	0.00	0.75
SE [Sewer]	305[SADW]	1.75	0.00	1.75
WA [Water]	605[WADW]	2.25	0.00	2.25
AD001 [PHELAN, LORI L] Total:		38.50	0.00	38.50
Employee: AD005 [RINKER, MARJORIE]				
AD [General Admin]	701[ADSW]	28.00	0.00	28.00
PA [Parks]	101[PAW]	3.25	0.00	3.25
SE [Sewer]	305[SADW]	2.50	0.00	2.50
WA [Water]	605[WADW]	2.50	0.00	2.50
AD005 [RINKER, MARJORIE] Total:		36.25	0.00	36.25
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	19.75	0.00	19.75
PW003 [JOHNSON, HARRY] Total:		19.75	0.00	19.75
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	18.25	1.25	19.50
WA [Water]	601[WAW]	21.75	1.00	22.75
PW007 [LARKINS, LAMONT] Total:		40.00	2.25	42.25
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	5.00	0.00	5.00
SE [Sewer]	301[SEW]	2.00	2.00	4.00
ST [Streets]	401[STW]	19.00	1.75	20.75
WA [Water]	601[WAW]	14.00	2.00	16.00
SP004 [MECKLEY, KEVIN] Total:		40.00	5.75	45.75
Grand Totals:		174.50	8.00	182.50

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/09/2026

02/02/2026 - 02/08/2026 [7 days]

Report Time: 12:50:04 PM

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
02/02/2026 Mon	501 [TRW]	08:00AM	01:45PM	5.7500000		8.00
	501 [TRW]	02:15PM	04:32PM	2.2500000		
02/03/2026 Tue	501 [TRW]	07:59AM	01:04PM	5.0000000		7.75
	501 [TRW]	01:41PM	04:30PM	2.7500000		
02/04/2026 Wed	501 [TRW]	07:59AM	12:24PM	4.5000000		9.75
	501 [TRW]	01:33PM	04:29PM	3.0000000		
02/05/2026 Thu	511 [CW]	05:56PM	08:12PM	2.2500000		7.75
	511 [CW]	08:00AM	12:15PM	4.2500000		
	511 [CW]	01:19PM	04:47PM	3.5000000		
02/06/2026 Fri	511 [CW]	07:54AM	01:14PM	5.2500000		5.25

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									189.50
3 [SICK]									74.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	23.25		23.25					
511 [CW]	1[UNUSED]	15.25		15.25					
TOTALS		38.50		38.50					272.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

2/2-8/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hrs
Clerk								
Agendas	0.5	0.5	1.5	2	2			6.5
Minutes			1	0.5				1.5
Licensing		1						1
Timesheets & allocations	0.5		2					2.5
Miscellaneous-Emails, Phone calls	3.5	1	0.75	1.25	1.75			8.25
Ordinances								0
BOT/Comm Meeting-preparation, attend, wrap up, follow up, social media			0.75	0.25				1
Holiday								0
Vacation								0
Sick								0
								0
Daily totals	4.5	2.5	6	4	3.75	0	0	
Clerk Totals								20.75
Treasurer								
Invoices, CC receipts	0.5	0.5		0.5				1.5
Deposits	0.75	0.5	0.25					1.5
Payroll-taxes, reports, WRS, W-2			2.75	0.75				3.5
Bank/CC reconciliation	0.75	3.25						4
Property Tax	1							1
Miscellaneous-Bank transfers, Auditor, resident questions			0.75	0.25	0.5			1.5
Holiday								0
Vacation								0
Sick								0
								0
Daily totals	3	4.25	3.75	1.5	0.5	0	0	
Treasurer Totals								13
Utility								
Customer inquiry		0.5		1				1.5
Billing & receipting		0.5						0.5
SEWER only-spec project								0
WATER only-spec project					0.5			0.5
Miscellaneous-Forms, HeyGov, Final reads, Title Co.				1	0.5			1.5
								0
Daily totals	0	1	0	2	1	0	0	
Sewer total								1.75
Water total								2.25
Election								
Registrations, Absentee requests	0.25							0.25
Miscellaneous				0.25				
WisVote	0.25							0.25
								0
Daily totals	0.5	0	0	0.25	0	0	0	
Election Totals								0.5
Daily totals	8	7.75	9.75	7.75	5.25	0	0	
Total hours								38.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/09/2026

02/02/2026 - 02/08/2026 [7 days]

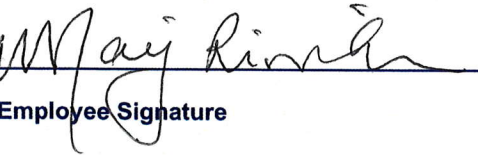
Report Time: 12:50:04 PM

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
02/02/2026 Mon	701 [ADSW]	07:48AM	09:41AM	2.0000000		7.25
	701 [ADSW]	11:15AM	04:31PM	5.2500000		
02/03/2026 Tue	701 [ADSW]	07:57AM	01:44PM	5.7500000		9.50
	701 [ADSW]	02:32PM	04:30PM	2.0000000		
	701 [ADSW]	06:09PM	08:02PM	1.7500000		
02/04/2026 Wed	701 [ADSW]	07:55AM	01:38PM	5.7500000		7.75
	701 [ADSW]	02:35PM	04:36PM	2.0000000		
02/05/2026 Thu	701 [ADSW]	07:52AM	01:38PM	6.0000000		7.75
	701 [ADSW]	02:42PM	04:30PM	1.7500000		
02/06/2026 Fri	701 [ADSW]	08:07AM	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
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.25		36.25					
TOTALS		36.25		36.25					164.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Marj Riniker

Week of

2/2/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.75	0.75	0.25			1.75
Invoices	1.25	0.25	0.75	0.5		2.75
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.25	0.5		3		3.75
Social Media (create content, moniter accts, posting)	0.25	0.5	0.5	0.5	0.75	2.5
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	1	1	1.75	2.25	1	7
meetings - inperson or online					1.25	1.25
Clerk/treasurer						0
grant work		2.5	3		0.25	5.75
Property tax	2.75	0.25	0.25			3.25
Elections						0
PTO						0
Daily totals	6.25	5.75	6.5	6.25	3.25	28
Admin/Deputy Totals						28
Park/Rec						
Event planning						0
Meetings/prep		2.75		0.5		3.25
Social Media						0
Daily totals	0	2.75	0	0.5	0	
Park/Rec Totals						3.25
Utility						
Billing	1	1	0.75	1	0.25	4
Pub Works			0.5		0.5	1
Daily totals	1	1	1.25	1	0.75	
Utility Totals						5
Daily totals	7.25	9.5	7.75	7.75	4	
Total hours						36.25

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/09/2026

02/02/2026 - 02/08/2026 [7 days]

Report Time: 12:50:04 PM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/02/2026 Mon	401 [STW]	08:07AM	11:37AM	3.5000000		3.50
02/03/2026 Tue	401 [STW]	08:05AM	12:08PM	4.2500000		4.25
02/04/2026 Wed	401 [STW]	08:02AM	12:02PM	4.0000000		4.00
02/05/2026 Thu	401 [STW]	07:59AM	12:01PM	4.0000000		4.00
02/06/2026 Fri	401 [STW]	07:54AM	12:00PM	4.0000000		4.00

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					
TOTALS		19.75		19.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Pat Shee*
Supervisor Signature

Mon 2/2 Sweep gym floor, put old table from MP room together
Worked at ACC
Tues 2/3 Moped floors & cleaned MP room
Wed 2/4 set up tables & chairs in MP room, cleaned tables & chairs
Thurs 2/5 cleaned doors & windows in ~~MP~~ ACC, cleaned food warmer table in kitchen & checked operation
Fri 2/6 rolled out gym mats, staff meeting, set up MP room for Saturday

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/09/2026

02/02/2026 - 02/08/2026 [7 days]

Report Time: 12:50:04 PM

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
02/02/2026 Mon	301 [SEW]	06:03AM	11:42AM	5.7500000		8.25
	301 [SEW]	12:00PM	02:31PM	2.5000000		
02/03/2026 Tue	301 [SEW]	06:06AM	11:30AM	5.5000000		8.00
	301 [SEW]	12:01PM	02:37PM	2.5000000		
02/04/2026 Wed	301 [SEW]	05:56AM	12:00PM	6.0000000		10.25
	301 [SEW]	12:30PM	03:34PM	3.0000000		
	301 [SEW]	06:15PM	07:34PM	1.2500000		
02/05/2026 Thu	301 [SEW]	06:10AM	11:31AM	5.2500000		7.75
	301 [SEW]	12:01PM	02:30PM	2.5000000		
02/06/2026 Fri	301 [SEW]	06:03AM	12:02PM	5.7500000	0.2500000	8.00
	301 [SEW]	12:31PM	02:30PM		2.0000000	

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	2.25	42.25					
TOTALS		40.00	2.25	42.25					116.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log February 02

Monday 02/02/2025:

Water Daily operations – 1 hour

Sewer Daily operations – 2 hours

Opened storm drains – 5 hours

Tuesday 02/03/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations – 4 hours

Storm drains – 2 hours

Wednesday 02/04/2025:

Water Daily Operations, water meters– 4 hours

Sewer Daily Operations, EMOR - 5 hours

Planning meeting -1.25 hours

Thursday 02/05/2026:

Water Daily Operations,LCR,meteer change -3 hours

Sewer Daily Operations- 5 hours

Friday 02/06/2026:

Water Daily Operations, meters – 4 hour

Sewer Daily Operations, cleaned plant- 4 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/09/2026

02/02/2026 - 02/08/2026 [7 days]

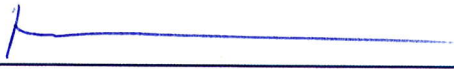
Report Time: 12:50:04 PM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/02/2026 Mon	401 [STW]	06:58AM	11:30AM	4.5000000		8.00
	401 [STW]	11:58AM	03:30PM	3.5000000		
02/03/2026 Tue	401 [STW]	06:58AM	12:00PM	5.0000000		9.75
	401 [STW]	12:26PM	03:30PM	3.0000000		
	401 [STW]	06:19PM	07:56PM	1.7500000		
02/04/2026 Wed	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:31PM	3.0000000		
02/05/2026 Thu	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:26PM	03:30PM	3.0000000		
02/06/2026 Fri	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:30PM	1.2500000	1.7500000	
02/07/2026 Sat	301 [SEW]	09:33AM	11:33AM*		2.0000000	2.00
02/08/2026 Sun	601 [WAW]	08:10AM	10:10AM*		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	1.75	41.75					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	5.75	45.75					112.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday February 2nd 2026

Shovied CC – 1 hour

Cleaned storm drains – 7 hours

Tuesday February 3rd 2026

Changed garbages – 1 hour

Cleaned storme drains – 3 hours

Worked in shop – 4 hours

Park n Rec meeting – 2 hours

Wednesday February 4th 2026

insalled water meters – 2 hours

Picked up trash from fireworks – 2 hours

Worked in shop – 4 hours

Thursday February 5th 2026

Loaded salt – 1 hour

Greased equipment – 2 hours

Checked culverts – 1 hour

Fixed water line – 1 hour

Cleaned up parking lot – 3 hours

Friday February 6th 2026

Rolled out mats – 1 hour

Staff meeting – 1 hour

Figured out water shut off – 1 hour

Installed water meters – 2 hours

Shop work – 3 hours

Saturday February 7th

Weekend rounds – 2 hours

Sunday February 8th

Weekend rounds – 2 hours

Time Distribution Report.LC - Allocation of hours

Report Date: 02/17/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 8:38:08 AM

02/09/2026 - 02/15/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	12.00	0.00	12.00
AD [General Admin]	504[TRV]	2.00	0.00	2.00
AD [General Admin]	511[CW]	21.50	0.00	21.50
AD [General Admin]	514[CV]	2.00	0.00	2.00
EL [ADMIN-ELECTION]	551[ECW]	1.00	0.00	1.00
SE [Sewer]	305[SADW]	1.50	0.00	1.50
WA [Water]	605[WADW]	0.75	0.00	0.75
AD001 [PHELAN, LORI L] Total:		40.75	0.00	40.75
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	25.75	0.00	25.75
PA [Parks]	101[PAW]	4.50	0.00	4.50
SE [Sewer]	305[SADW]	2.75	0.00	2.75
WA [Water]	605[WADW]	2.75	0.00	2.75
AD005 [RINIKER, MARJORIE] Total:		35.75	0.00	35.75
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	18.75	0.00	18.75
PA [Parks]	101[PAW]	1.50	0.00	1.50
PW003 [JOHNSON, HARRY] Total:		20.25	0.00	20.25
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	25.75	2.75	28.50
WA [Water]	601[WAW]	14.25	2.75	17.00
PW007 [LARKINS, LAMONT] Total:		40.00	5.50	45.50
Employee: SP004 [MECKLEY, KEVIN]				
FM [FACILITES MAINTENANCE]	611[FMW]	1.00	0.00	1.00
SE [Sewer]	301[SEW]	7.00	3.50	10.50
ST [Streets]	401[STW]	25.00	0.00	25.00
WA [Water]	601[WAW]	7.00	1.00	8.00
SP004 [MECKLEY, KEVIN] Total:		40.00	4.50	44.50
Grand Totals:		176.75	10.00	186.75

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/16/2026

02/09/2026 - 02/15/2026 [7 days]

Report Time: 8:38:43 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/09/2026 Mon	504 [TRV]			2.0000000		8.00
	511 [CW]	12:37PM	04:37PM	4.0000000		
	514 [CV]			2.0000000		
02/10/2026 Tue	511 [CW]	07:59AM	12:19PM	4.2500000		12.25
	511 [CW]	01:44PM	09:47PM	8.0000000		
02/11/2026 Wed	511 [CW]	07:57AM	12:34PM	4.5000000		7.50
	511 [CW]	01:36PM	04:31PM	3.0000000		
02/12/2026 Thu	511 [CW]	09:23AM	04:34PM	7.0000000		7.00
02/13/2026 Fri	511 [CW]	08:03AM	01:58PM	6.0000000		6.00

Summary - AD001 [PHELAN, LORI L]										
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual					
					Prior Bal	Adjust	Used	Earned	Available	
2 [VACA]					189.50			4.00		185.50
3 [SICK]										74.75
6 [FH]										8.00
504 [TRV]	1[UNUSED]	2.00		2.00						
511 [CW]	1[UNUSED]	36.75		36.75						
514 [CV]	1[UNUSED]	2.00		2.00						
TOTALS		40.75		40.75	189.50			4.00		268.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

2/9-15/26	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Clerk						
Agendas				0.5	1.25	1.75
Minutes		1.25			2.5	3.75
Licensing	1	4.5	1			6.5
Timesheets & allocations						0
Miscellaneous-Emails, Phone calls	1.5	0.5	0.75	1	0.5	4.25
Ordinances						0
BOT/Comm Meeting-preparation, attend, wrap up, follow up, social media		4.25		0.25	0.75	5.25
Holiday						0
Vacation	2					2
Sick						0
						0
Daily totals	4.5	10.5	1.75	1.75	5	
Clerk Totals						23.5
Treasurer						
Invoices, CC receipts			0.25			0.25
Deposits			0.75			0.75
Payroll-taxes, reports, WRS, W-2						0
Bank/CC reconciliation			0.25			0.25
Property Tax				2	1	3
Miscellaneous-Bank transfers, Auditor, resident questions	0.5	1.25	3.25	2.75		7.75
Holiday						0
Vacation	2					2
Sick						0
Daily totals	2.5	1.25	4.5	4.75	1	
Treasurer Totals						14
Utility						
Customer inquiry						0
Billing & receipting			0.5			0.5
SEWER only-spec project			0.75			0.75
WATER only-spec project						0
Miscellaneous-Forms, HeyGov, Final reads, Title Co.	0.5	0.5				1
Daily totals	0.5	0.5	1.25	0	0	
Sewer total						1.5
Water total						0.75
Election						
WisVote, election admin, notices	0.5					0.5
Voter maintenance-Registrations, absentee-requests						
Pollworkers-scheduling, training						
Miscellaneous				0.5		
Daily totals	0.5	0	0	0.5	0	
Election Totals						0.5
Daily totals	8	12.25	7.5	7	6	
Total hours						40.75

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/16/2026

02/09/2026 - 02/15/2026 [7 days]

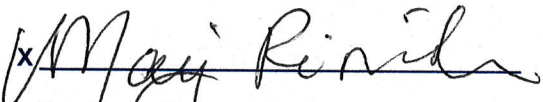
Report Time: 8:38:43 AM

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
02/09/2026 Mon	701 [ADSW]	07:47AM	12:59PM	5.2500000		8.00
	701 [ADSW]	01:52PM	04:35PM	2.7500000		
02/10/2026 Tue	701 [ADSW]	07:50AM	02:08PM	6.5000000		8.00
	701 [ADSW]	03:00PM	04:32PM	1.5000000		
02/11/2026 Wed	701 [ADSW]	07:50AM	01:43PM	6.0000000		8.00
	701 [ADSW]	02:35PM	04:30PM	2.0000000		
02/12/2026 Thu	701 [ADSW]	08:01AM	01:27PM	5.5000000		7.75
	701 [ADSW]	02:21PM	04:32PM	2.2500000		
02/13/2026 Fri	701 [ADSW]	07:54AM	12:04PM	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
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	35.75		35.75					
TOTALS		35.75		35.75					164.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Marj Riniker

Week of

2/9/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences						0
Invoices	2	0.5	0.5	0.25		3.25
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	1	0.5	2	2		5.5
Social Media (create content, monitor accts, posting)	0.5	1	0.5	2	1	5
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	0.5	1.5	1.25	2	1.75	7
meetings - inperson or online						0
Clerk/treasurer				0.5		0.5
grant work	3		1		0.5	4.5
Property tax						0
Elections						0
PTO						0
Daily totals	7	3.5	5.25	6.75	3.25	25.75
Admin/Deputy Totals						25.75
Park/Rec						
Event work		3	1.5			4.5
Meetings/prep						0
Social Media						0
Daily totals	0	3	1.5	0	0	
Park/Rec Totals						4.5
Utility						
Billing	1	1	0.75	1	0.25	4
Pub Works		0.5	0.5		0.5	1.5
Daily totals	1	1.5	1.25	1	0.75	
Utility Totals						5.5
Daily totals	8	8	8	7.75	4	
Total hours						35.75

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/16/2026

02/09/2026 - 02/15/2026 [7 days]

Report Time: 8:38:44 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/09/2026 Mon	401 [STW]	08:03AM	12:03PM	4.0000000		4.00
02/10/2026 Tue	401 [STW]	08:06AM	12:05PM	4.0000000		4.00
02/11/2026 Wed	401 [STW]	08:01AM	12:02PM	4.0000000		4.00
02/12/2026 Thu	401 [STW]	08:00AM	12:11PM	4.2500000		4.25
02/13/2026 Fri	401 [STW]	08:04AM	12:06PM	4.0000000		4.00

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]	20.25		20.25					
TOTALS		20.25		20.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*

Employee Signature

x *[Signature]*

Supervisor Signature

Mon 2/9 Rolled up gym mats, swept gym floor, put away tables & chairs in MP room
 Tues 2/10 arranged MP room kitchen, cleaned bathrooms, moped floors
 Wed 2/11 swept gym floor, painted west wall in room 201
 Thurs 2/12 cleaned up room 201, unplugged sink drain in kitchen
 Taped hallway for painting
 Fri 2/13 stocked & cleaned bathrooms, glued floor tile in room 112
 checked concession stand, emptied dog waste station bags, swept stairway at south entrance to ACE

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/16/2026

02/09/2026 - 02/15/2026 [7 days]

Report Time: 8:38:44 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
02/09/2026 Mon	301 [SEW]	06:08AM	11:31AM	5.2500000		7.75
	301 [SEW]	12:00PM	02:31PM	2.5000000		
02/10/2026 Tue	301 [SEW]	06:26AM	12:00PM	5.5000000		11.25
	301 [SEW]	12:30PM	03:25PM	3.0000000		
	301 [SEW]	06:44PM	09:25PM*	2.7500000		
02/11/2026 Wed	301 [SEW]	06:27AM	12:02PM	5.5000000		8.00
	301 [SEW]	12:30PM	03:07PM	2.5000000		
02/12/2026 Thu	301 [SEW]	06:30AM*	12:04PM	5.5000000		7.75
	301 [SEW]	12:39PM	03:05PM*	2.2500000		
02/13/2026 Fri	301 [SEW]	07:14AM	01:15PM	5.2500000	0.7500000	8.75
	301 [SEW]	01:46PM	04:33PM		2.7500000	
02/14/2026 Sat	301 [SEW]	09:34AM	11:34AM*		2.0000000	2.00

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
3 [SICK]									28.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	5.50	45.50					
TOTALS		40.00	5.50	45.50					116.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Lamont Larkins

Weekly Work Log February 09

Monday 02/09/2025:

Water Daily operations – 2 hour

Sewer Daily operations – 6 hours

Tuesday 02/10/2025:

Water Daily Operations – 4 hours

Sewer Daily Operations – 4 hours

Board Meeting – 3 hours

Wednesday 02/11/2025:

Water Daily Operations, water meters– 2 hours

Sewer Daily Operations, EMOR - 6 hours

Thursday 02/12/2026:

Water Daily Operations -3 hours

Sewer Daily Operations- 5 hours

Friday 02/13/2026:

Water Daily Operations, meters – 2 hour

Sewer Daily Operations, cleaned plant- 6 hours

Saturday 02/14/26:

System Checks – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/16/2026

02/09/2026 - 02/15/2026 [7 days]

Report Time: 8:38:44 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
02/09/2026 Mon	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:26PM	03:30PM	3.0000000		
02/10/2026 Tue	401 [STW]	06:57AM	12:00PM	5.0000000		10.50
	401 [STW]	12:25PM	03:29PM	3.0000000		
	401 [STW]	06:53PM	09:25PM	2.5000000		
02/11/2026 Wed	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:28PM	3.0000000		
02/12/2026 Thu	401 [STW]	06:59AM	12:00PM	5.0000000		7.50
	401 [STW]	12:25PM	02:53PM	2.5000000		
02/13/2026 Fri	401 [STW]	06:57AM	09:30AM	2.5000000		8.50
	401 [STW]	09:59AM	12:00PM	2.0000000		
	401 [STW]	12:24PM	04:27PM	1.5000000	2.5000000	
02/15/2026 Sun	301 [SEW]	08:38AM	10:38AM*		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	2.50	42.50					

TOTALS		40.00	4.50	44.50					112.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday February 9th 2026

Rolled up mats – 1 hour

Installed water meter – 1 hour

Fixed water leak in bathroom – 2 hours

Worked in shop – 4 hours

Tuesday February 10th 2026

Helped at treatment plant – 3 hours

Parts run – 1 hour

Installed water meter – 1 hour

Shop work – 3 hours

Board meeting – 2 hours

Wednesday February 11th 2026

Changed oil and air filter in little dump truck – 3 hours

Worked at treatment plant – 3 hours

Changed oil and air filter in white truck – 2 hours

Thursday February 12th 2026

Inventory – 1 hour

Hauled brush – 2 hours

Cleaned shop floor and took out garbage – 2 hours

Friday February 13th 2026

Water inventory – 5 hours

Installed water meters – 3 hours

Sunday February 15th

Weekend rounds – 2 hours