VILLAGE OF RIDGEWAY

Report Date: 04/15/2025

Report Time: 3:15:51 PM

Summary Report.TA - LPHELAN-09/01/2016

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

03/31/2025 - 04/13/2025 [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 Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]									
DEPT: PD [Police]									
GORHAM, MICHAEL [PD011]		79.50	0.50					6.50	86.50
PD [Police] Total:	0.00	79.50	0.50	0.00	0.00	0.00	0.00	6.50	86.50
Head Count:									*1*
1 [Village of Ridgeway] Total:	0.00	79.50	0.50	0.00	0.00	0.00	0.00	6.50	86.50
Head Count:									*1*
Grand Total:	0.00	79.50	0.50	0.00	0.00	0.00	0.00	6.50	86.50
Head Count:									*1*

END OF REPORT

Summary Report.TA - LPHELAN-09/01/2016

VILLAGE OF RIDGEWAY

Report Date: 04/07/2025

Report Time: 7:58:29 AM

Employee Timecard - LPHELAN-07/27/2015

03/31/2025 - 04/06/2025 [7 days]

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
03/31/2025 Mon	205 [POP]	04:30PM*	12:30AM*	8.0000000		8.00
04/01/2025 Tue	205 [POP]	03:30PM*	02:00AM*	10.5000000		10.50
04/02/2025 Wed	205 [POP]	07:00PM*	01:00AM*	6.0000000		6.00
04/03/2025 Thu	205 [POP]	05:39PM*	12:00AM*	6.2500000		6.25
04/05/2025 Sat	205 [POP]	03:00PM*	05:00PM*	2.0000000		
	205 [POP]	09:00PM*	03:00AM*	6.0000000		8.00

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
2 [VACA]									151.25
3 [SICK]					126.00	4.00			130.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	38.75		38.75					
TOTALS		**38.75**		**38.75**	**126.00**	**4.00**			**289.25**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ______________________

Employee Signature

X ______________________

Supervisor Signature

VILLAGE OF RIDGEWAY

Report Date: 04/14/2025

Report Time: 8:18:38 AM

Employee Timecard - LPHELAN-07/27/2015

04/07/2025 - 04/13/2025 [7 days]

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
04/07/2025 Mon	205 [POP]	08:30AM*	11:45AM*	3.2500000		
	205 [POP]	06:30PM*	10:30PM*	4.0000000		7.25
04/08/2025 Tue	205 [POP]	03:00PM*	02:00AM*	11.0000000		11.00
04/09/2025 Wed	205 [POP]	01:30PM*	10:30PM*	9.0000000		9.00
04/10/2025 Thu	206 [POG]	08:00AM*	09:00AM*	1.0000000		
	205 [POP]	09:01AM*	10:59AM*	2.0000000		
	206 [POG]	11:00AM*	04:30PM*	5.5000000		
	205 [POP]	04:30PM*	05:30PM*	1.0000000		9.50
04/11/2025 Fri	205 [POP]	06:00PM*	07:00PM*	1.0000000		1.00
04/12/2025 Sat	205 [POP]	03:00PM*	12:30AM*	9.5000000		9.50
04/13/2025 Sun	208 [PADJ]			0.5000000		0.50

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
2 [VACA]									151.25
3 [SICK]									130.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	40.75		40.75					
206 [POG]	1[UNUSED]	6.50		6.50					
208 [PADJ]	1[UNUSED]	0.50		0.50					
TOTALS		**47.75**		**47.75**					**289.25**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Michael [signature]

Employee Signature

X ______________________

Supervisor Signature

Grant 4-16-2025 - 8:9- 11-4 Grant

VILLAGE OF RIDGEWAY

Report Date: 04/16/2025

Report Time: 10:25:59 AM

Time Distribution Report.LC - LPHELAN-01/25/2024

Primary Sort By: Employee;DEPT(G2)

03/31/2025 - 04/13/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	34.00	5.25	39.25
AD [General Admin]	511[CW]	24.50	3.00	27.50
EL [ADMIN-ELECTION]	551[ECW]	15.00	0.00	15.00
SE [Sewer]	305[SADW]	1.50	0.00	1.50
WA [Water]	605[WADW]	2.00	0.00	2.00
AD001 [PHELAN, LORI L] Total:		**77.00**	**8.25**	**85.25**
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	41.50	0.00	41.50
PA [Parks]	101[PAW]	28.50	0.00	28.50
SE [Sewer]	305[SADW]	1.25	0.00	1.25
WA [Water]	605[WADW]	1.25	0.00	1.25
AD005 [RINIKER, MARJORIE] Total:		**72.50**	**0.00**	**72.50**
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	15.75	0.00	15.75
PA [Parks]	101[PAW]	7.00	0.00	7.00
ST [Streets]	401[STW]	16.75	0.00	16.75
PW003 [JOHNSON, HARRY] Total:		**39.50**	**0.00**	**39.50**
Employee: PW006 [DOESCHER, JERRY]				
SE [Sewer]	301[SEW]	50.00	3.50	53.50
ST [Streets]	401[STW]	15.00	0.00	15.00
WA [Water]	601[WAW]	15.00	2.00	17.00
PW006 [DOESCHER, JERRY] Total:		**80.00**	**5.50**	**85.50**
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	14.50	0.00	14.50
SE [Sewer]	301[SEW]	0.25	0.00	0.25
ST [Streets]	401[STW]	65.00	4.00	69.00
WA [Water]	601[WAW]	0.25	0.00	0.25
SP004 [MECKLEY, KEVIN] Total:		**80.00**	**4.00**	**84.00**
Grand Totals:		**349.00**	**17.75**	**366.75**

END OF REPORT

Time Distribution Report.LC - LPHELAN-01/25/2024

VILLAGE OF RIDGEWAY

Report Date: 04/07/2025

Report Time: 7:58:28 AM

Employee Timecard - LPHELAN-07/27/2015

03/31/2025 - 04/06/2025 [7 days]

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
03/31/2025 Mon	501 [TRW]	08:02AM*	03:37PM	7.5000000		7.50
04/01/2025 Tue	501 [TRW]	06:18AM	12:47PM	6.5000000		
	501 [TRW]	01:30PM	10:33PM	9.0000000		15.50
04/02/2025 Wed	501 [TRW]	07:34AM	02:17PM	6.7500000		
	501 [TRW]	02:46PM	04:38PM	2.0000000		8.75
04/03/2025 Thu	501 [TRW]	07:57AM	01:08PM	5.2500000		
	501 [TRW]	01:41PM	04:55PM	3.0000000	0.2500000	8.50
04/04/2025 Fri	501 [TRW]	07:58AM	03:54PM		8.0000000	8.00

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
2 [VACA]									135.50
3 [SICK]					42.25	4.00			46.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	8.25	48.25					
TOTALS		**40.00**	**8.25**	**48.25**	**42.25**	**4.00**			**189.75**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Lori L. Phelan

Employee Signature

X ______________________________

Supervisor Signature

Lori Phelan
Time Distribution Work Log Week of March 31-April 6, 2025

Monday

- Election administration
  - To county for poll book
  - Set up room
- Timsheets-print/distribute
- Dog licences

Tuesday

- Election (ongoing all day)
- Utility Billing issues (1.5 hrs)
  - Remote with Workhorse
  - Reverse bills/rebill
- Bank Reconciliation
  - Print/save statements
  - Process interest payments

Wednesday

- Election Administration (4 hrs)
  - File reports/results/EDR
  - Post results
  - Deliver materials to DSD & County
  - Clean up board room and put back in order
- WEDC CDI Communications

Thursday

- Payroll
  - Calculate, save reports, post
  - Upload to FSB
  - Submit 941 payment for 04.09.2025
  - Prepare payroll forms
    - Submit Q1 Unemployment report
    - Mail Q1 941
- Credit card reconciliation
- Meeting agenda draft to MC

Friday

- Public Property & Events
  - 2024 activity/year end
  - Park equipment
- Process/post invoices paid ACH
- Invoice entry
- Post meeting agenda, send notifications
- Bank reconciliations
- Social post for land available for rent

VILLAGE OF RIDGEWAY

Report Date: 04/07/2025

Report Time: 7:58:29 AM

Employee Timecard - LPHELAN-07/27/2015

03/31/2025 - 04/06/2025 [7 days]

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
03/31/2025 Mon	701 [ADSW]	07:55AM	12:46PM	4.7500000		
	701 [ADSW]	01:16PM	04:32PM	3.2500000		8.00
04/01/2025 Tue	701 [ADSW]	07:56AM	02:19PM	6.2500000		
	701 [ADSW]	02:54PM	04:31PM	1.5000000		7.75
04/02/2025 Wed	701 [ADSW]	07:52AM	12:57PM	5.2500000		
	701 [ADSW]	01:27PM	04:29PM	3.0000000		8.25
04/03/2025 Thu	701 [ADSW]	07:55AM	01:44PM	5.7500000		
	701 [ADSW]	02:16PM	04:39PM	2.5000000		8.25
04/04/2025 Fri	701 [ADSW]	07:51AM	11:46AM	4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
3 [SICK]					8.00	4.00			12.00
701 [ADSW]	1[UNUSED]	36.25		36.25					
TOTALS		**36.25**		**36.25**	**8.00**	**4.00**			**12.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Margi Riniker

Employee Signature

X ______________________________

Supervisor Signature

Week of Mar 31 – Apr 4

Monday -
- Utility payments/billing (.25)
- absentee ballots (.25)
- Invoices
- FB post
- Dog licenses
- Gift bricks

Tuesday -
- assisted customers
- Worked in library sorting books
- Utility payments (.5 hr)
- Dog licenses
- Park & Rec Agenda
- Invoices

Wednesday
- assisted customers
- dog licenses
- gift bricks
- Library – discussed schedules, projects
- Utility payments (.75 hr)
- Invoices

Thurs
- Helped library volunteer with book arranging
- Worked on library program ideas
- FB Post
- Utility payments (.15)
- Research dog park grants/items

Fri -
- Utility billing (.10)
- Dog Licenses
- Looked into Library grant
- Amended agenda for Park & Rec

VILLAGE OF RIDGEWAY

Report Date: 04/07/2025

Report Time: 7:58:29 AM

Employee Timecard - LPHELAN-07/27/2015

03/31/2025 - 04/06/2025 [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
04/01/2025 Tue	401 [STW]	08:00AM	12:30PM	4.5000000		4.50
04/02/2025 Wed	401 [STW]	08:07AM	12:24PM	4.5000000		4.50
04/03/2025 Thu	401 [STW]	08:01AM	12:30PM	4.5000000		4.50
04/04/2025 Fri	401 [STW]	08:10AM	01:02PM	4.7500000		4.75

Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
401 [STW]	1[UNUSED]	18.25		18.25					
TOTALS		**18.25**		**18.25**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson

Employee Signature

x

Supervisor Signature

Tues 4/1 Worked at RCC, stocked bathrooms, changed paper Towels, stained picnic tables

Wed 4/2 sharped blades on mowers, put radiator in New Holland Tractor

Thurs 4/3 Worked on salter on Peterbuilt, put handles on bathroom doors, removed gutter from portable building

Fri 4/4 burned brush pile, dug up base inserts on ball diamond, pushed back brush pile

VILLAGE OF RIDGEWAY

Report Date: 04/07/2025

Report Time: 7:58:29 AM

Employee Timecard - LPHELAN-07/27/2015

03/31/2025 - 04/06/2025 [7 days]

PW006 [DOESCHER, JERRY]

Employee ID	PW006	**DEPT(G2)**	PW	**Pay Policy**	300
Pay Type	3	**Last Name**	DOESCHER	**First Name**	JERRY

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/31/2025 Mon	301 [SEW]	05:42AM	01:45PM	8.0000000		8.00
04/01/2025 Tue	301 [SEW]	05:50AM	01:57PM	8.2500000		8.25
04/02/2025 Wed	301 [SEW]	05:54AM	02:22PM	8.2500000		8.25
04/03/2025 Thu	301 [SEW]	05:44AM	02:03PM	8.2500000		8.25
04/04/2025 Fri	301 [SEW]	05:51AM	01:35PM	7.2500000	0.5000000	7.75
04/05/2025 Sat	301 [SEW]	07:59AM	10:07AM		2.0000000	2.00
04/06/2025 Sun	601 [WAW]	07:42AM	09:43AM		2.0000000	2.00

Summary - PW006 [DOESCHER, JERRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
2 [VACA]									120.00
3 [SICK]					4.00	4.00			8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	2.50	42.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		**40.00**	**4.50**	**44.50**	**4.00**	**4.00**			**136.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jerry Doescher

Employee Signature

X ______________________________

Supervisor Signature

Village of Ridgeway Time Log

Jerry Doescher

For the week of : 3-31 - 4-6

Date	Hours	Description
~~4-1-25~~ 3-31-25	6 hr wwtp	2 hr rounds 4 hr Amm high limit on sample, working on lowering labs.
	2 hr water	rounds 2 hr.

Date	Hours	Description
4.3.25	wwtp 5 hr	Rounds, Labs, Sludge Pumping Plant wash down.
	water 1 hr	Rounds
	Shop 2 hr	working on Big Plow Truck

Date	Hours	Description
4-1-25	wwtp 6 hr	rounds, labs, lift Station maint. Filter cleanings Apron At Salt Shed.
	Water 1 hr	Rounds
	Streets 1 hr	Shop.

Date	Hours	Description
4.4.25	5 wwtp	Labs, Rounds, sampling
	1 hr water	Rounds
	1 hr shop	Shop

Date	Hours	Description
4-2-25	3 hr wwtp	Rounds, labs INFluent screen Cleaning.
	4h Fire Call	
	1 hr water	Rounds.

Date	Hours	Description

Date	Hours	Description
4.5.25	2	rounds

Date	Hours	Description
4.6.25	2	rounds.

VILLAGE OF RIDGEWAY

Report Date: 04/07/2025

Report Time: 7:58:29 AM

Employee Timecard - LPHELAN-07/27/2015

03/31/2025 - 04/06/2025 [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
03/31/2025 Mon	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		8.00
04/01/2025 Tue	401 [STW]	07:00AM	01:15PM	6.2500000		
	401 [STW]	01:45PM	03:30PM	1.7500000		8.00
04/02/2025 Wed	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
04/03/2025 Thu	401 [STW]	07:00AM	12:55PM	6.0000000		
	401 [STW]	01:25PM	03:30PM	2.0000000		8.00
04/04/2025 Fri	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
3 [SICK]					8.00	4.00			12.00
401 [STW]	1[UNUSED]	40.00		40.00					
TOTALS		**40.00**		**40.00**	**8.00**	**4.00**			**12.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ______________________

Employee Signature

X ______________________

Supervisor Signature

Monday March 31st 2025

Hauled brush – 2.5 hours

Changed all garbage and dog stations 1.5 hours

Stained picnic table – 3 hours

Swept shop – 1 hour

Tuesday April 1st 2025

Made rounds and checked for brush – 1.5 hours

Far N Fleet and Singer Lumber run – 2 hours

Rebuilt picnic table – 4.5 hours

Wednesday April 2nd 2025

Farm N Fleet run – 1 hour

Stained picnic table – 3 hours

Worked on asphalt shoot for big dump truck – 3.5 hours

Meter read - .5 hours

Thursday April 3rd 2025

Hauled picnic tables to the green – 1 hour

Made rounds to check for brush to be picked up – 1 hour

Parts run – 1 hour

Pushed brush pile back – 2 hours

Fixed hydraulic on big dump truck – 3 hours

Friday April 4th 2025

Cleaned shop – 2 hours

Parts run – 1 hour

Worked on lawn mower – 1 hours

Worked on asphalt shoot – 2.5 hours

Washed skid steer – 1.5 hours

VILLAGE OF RIDGEWAY

Report Date: 04/14/2025

Report Time: 8:18:38 AM

Employee Timecard - LPHELAN-07/27/2015

04/07/2025 - 04/13/2025 [7 days]

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
04/07/2025 Mon	501 [TRW]	07:57AM	12:34PM	4.5000000		
	501 [TRW]	01:03PM	05:05PM	4.0000000		8.50
04/08/2025 Tue	501 [TRW]	07:57AM	01:15PM	5.2500000		
	501 [TRW]	02:14PM	05:17PM	3.0000000		
	501 [TRW]	05:57PM	09:28PM	3.5000000		11.75
04/09/2025 Wed	501 [TRW]	07:59AM	12:01PM	4.0000000		4.00
04/10/2025 Thu	501 [TRW]	08:03AM	01:02PM	5.0000000		
	501 [TRW]	01:38PM	04:30PM	2.7500000		7.75
04/11/2025 Fri	501 [TRW]	07:48AM	12:40PM	5.0000000		5.00

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									135.50
3 [SICK]									46.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	37.00		37.00					
TOTALS		**37.00**		**37.00**					**189.75**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

X ____________________

Supervisor Signature

Lori Phelan
Time Distribution Work Log Week of April 7-13, 2025

Monday
- Timesheet distribution
- Emails
- Draft BOT minutes
- Prepare Liquor License renewal packets

Tuesday
- Emails
- DNR Recycling
  - Village address update
- Remote Deposit
- Prepare checks for meeting
- Liquor License packets-delivered
- Board meeting

Wednesday
- Wrap up from board meeting
  - Post approved minutes
  - Draft and post minutes
- Out at noon

Thursday
- Emails
- Utility (1.5 hr)
  - customer assistance
  - Past due notices
  - PSC notice received (PFP)
- Deposit (courier)
- Salt shed quotes
- Credit card and invoice allocation/entry
- Timesheet allocations

Friday
- Post Open Book/Board of Review Notice
- Remote deposit
- Gift brick order
- PSC draft tariff-PFP rates updated on DRAFT mailing and website notice (water 30 min)

VILLAGE OF RIDGEWAY

Report Date: 04/14/2025

Report Time: 8:18:38 AM

Employee Timecard - LPHELAN-07/27/2015

04/07/2025 - 04/13/2025 [7 days]

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
04/07/2025 Mon	701 [ADSW]	07:53AM	01:13PM	5.2500000		
	701 [ADSW]	01:45PM	04:32PM	2.7500000		
	701 [ADSW]	06:14PM	08:39PM	2.5000000		10.50
04/08/2025 Tue	701 [ADSW]	07:49AM	04:02PM	8.2500000		
	701 [ADSW]	06:49PM	08:39PM	2.0000000		10.25
04/09/2025 Wed	701 [ADSW]	07:48AM	04:28PM	8.7500000		8.75
04/10/2025 Thu	701 [ADSW]	07:41AM	02:29PM	6.7500000		6.75

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									12.00
701 [ADSW]	1[UNUSED]	36.25		36.25					
TOTALS		**36.25**		**36.25**					**12.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Marj Riniker

Employee Signature

X ______________________

Supervisor Signature

Week of Apr 7 – Apr 11

Monday -
- Utility payments/billing (.5)
- Met with Michelle
- Minutes prep for P&R meeting
- Mail processing
- Dog license
- Library – computer
- Prep and clean room for P&R mtg
- Park & Rec meeting

Tuesday -
- assisted customers
- Write up and post Minutes
- Utility payments (.25 hr)
- Dog licenses
- FB posts – library/events
- Grant application
- Board Meeting

Wednesday
- assisted customers
- updated village calendar
- updated village event page
- gave building tour
- dog licenses
- Met with KP/Bona Dea project
- Utility payments (.25 hr)

Thurs
- Worked on library program ideas
- FB Post
- Utility payments (.1)
- Dog license report

Fri - OFF

VILLAGE OF RIDGEWAY

Report Date: 04/14/2025

Report Time: 8:18:38 AM

Employee Timecard - LPHELAN-07/27/2015

04/07/2025 - 04/13/2025 [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
04/07/2025 Mon	401 [STW]	08:13AM	12:49PM	4.5000000		4.50
04/08/2025 Tue	401 [STW]	08:02AM	12:15PM	4.2500000		4.25
04/09/2025 Wed	401 [STW]	08:07AM	12:25PM	4.5000000		4.50
04/10/2025 Thu	401 [STW]	08:04AM	12:05PM	4.0000000		4.00
04/11/2025 Fri	401 [STW]	08:02AM	12:00PM	4.0000000		4.00

Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
401 [STW]	1[UNUSED]	21.25		21.25					
TOTALS		**21.25**		**21.25**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson

Employee Signature

x ______________________

Supervisor Signature

✓

Mon 4/7 check RCC roof for leak, sweep gym floor, pushed back brush pile, put radiator in New Holland Tractor
Tue 4/8 welded plate for asphalt spout, Took off snow plows, dragged both ball fields
Wed 4/9 Removed snowmobile parking signs, cleaned bathrooms at RCC sweep & moped stairs going upstairs at RCC
Thurs 4/10 cleaned up behind RCC, cleaned room 204
Fri 4/11 Worked on sweepster brush, Took salter off F-550, cleaned shop

VILLAGE OF RIDGEWAY

Report Date: 04/14/2025

Report Time: 8:18:38 AM

Employee Timecard - LPHELAN-07/27/2015

04/07/2025 - 04/13/2025 [7 days]

PW006 [DOESCHER, JERRY]

Employee ID	PW006	**DEPT(G2)**	PW	**Pay Policy**	300
Pay Type	3	**Last Name**	DOESCHER	**First Name**	JERRY

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/07/2025 Mon	301 [SEW]	05:51AM	01:57PM	8.2500000		8.25
04/08/2025 Tue	301 [SEW]	05:53AM	01:09PM	7.2500000		7.25
04/09/2025 Wed	301 [SEW]	05:56AM	01:30PM*	7.5000000		7.50
04/10/2025 Thu	301 [SEW]	06:00AM	02:03PM	8.0000000		8.00
04/11/2025 Fri	301 [SEW]	05:44AM	11:48AM	6.0000000		6.00
04/12/2025 Sat	301 [SEW]	07:51AM	09:51AM	2.0000000		2.00
04/13/2025 Sun	301 [SEW]	07:53AM	09:58AM	1.0000000	1.0000000	2.00

Summary - PW006 [DOESCHER, JERRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									120.00
3 [SICK]									8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	1.00	41.00					
TOTALS		**40.00**	**1.00**	**41.00**					**136.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jerry Doescher

Employee Signature

X ____________________

Supervisor Signature

Village of Ridgeway Time Log
Jerry Doescher

For the week of : 4-7 — 4-13

Date	Hours	Description
4-7-25	4 hr WWTP	Labs, Sampling
	1 hr Water	Rounds.
	3hr Shop	Replaced Radiator in tractor

Date	Hours	Description
4-10-25	5 WWTP	LABS, Sampling, worked on screen water wash not working.
	1 Water	Rounds.
	2 Shop	Sweeper Repair

Date	Hours	Description
4-8-25	4 WWTP	LAbs, Samples, sludge trans.
	1 Water	Rounds
	2hr Shop	Removed plow off ATV + Big plow truck.

Date	Hours	Description
4-11-25	3hr WWTP	LAbs, Burnt Brush Pile at WWTP.
	1 hr Water	Rounds.
	2 Shop	Broom work, Dog park lawn fix. Salter Removed from Pickup.

Date	Hours	Description
4-9-25	WWTP 4 hr	LAbs, Sampling, Dumpster screen. Delta 3 lift station inspection.
	1 hr WATER	Rounds
	1 hr shop	Sweeper broom.

Date	Hours	Description

Date	Hours	Description
4-11-25	2 hr	Rounds

Date	Hours	Description
4-12-25	2hr	Rounds.

VILLAGE OF RIDGEWAY

Report Date: 04/14/2025

Report Time: 8:18:38 AM

Employee Timecard - LPHELAN-07/27/2015

04/07/2025 - 04/13/2025 [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
04/07/2025 Mon	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		
	401 [STW]	06:21PM	08:20PM	2.0000000		10.00
04/08/2025 Tue	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		
	401 [STW]	06:47PM	08:40PM	2.0000000		10.00
04/09/2025 Wed	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		8.00
04/10/2025 Thu	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		8.00
04/11/2025 Fri	401 [STW]	07:00AM	01:00PM	4.0000000	2.0000000	
	401 [STW]	01:30PM	03:30PM		2.0000000	8.00

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									12.00
401 [STW]	1[UNUSED]	40.00	4.00	44.00					
TOTALS		**40.00**	**4.00**	**44.00**					**12.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ____________________

Employee Signature

X ____________________

Supervisor Signature

Monday April 7th 2025

Parts run – 1.5 hours

Worked on mower – 1.5 hours

Worked on asphalt shoot 4 hours

Swept shop – 1 hour

Tuesday April 8th 2025

Made rounds for brush pick up – 1 hour

Took plows off of UTV and big dump truck – 2 hours

Finished fixing mower – 2 hours

Finished building and assembling asphalt shoot – 3 hours

Wednesday April 9th 2025

Staked at garden at community center – 1 hour

Checked all garbage and dog stations – 1 hour

Bushed back brush and compost pile – 2.5 hours

Worked on sweeper – 3.5 hours

Thursday April 10th 2025

Called diggers hot line – 1 hour

Called for replacement brush for sweeper – 1 hour

Farm N Fleet run – 1 hour

Worked on Sweeper – 5 hours

Friday April 11th 2025

Picked up brushes for sweeper – 2 hours

Assembled brush – 1 hour

Rinsed out salter – 1 hour

Took salter of little dump truck – 2 hours

Helped fix ruts at dog park – 1 hour

Washed skid steer – 1 hour

Work log hours for timesheet allocations per 2025 budget

3/31/25-4/6/25

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	40.00	8.25	0.00	0.00	0.00	48.25
Dept	Percent						
C/T	85.00%	34.00	7.01	0.00	0.00	0.00	0.00
SewerAdm	5.00%	2.00	0.41	0.00	0.00	0.00	0.00
Election Adm	5.00%	2.00	0.41	0.00	0.00	0.00	0.00
WaterAdm	5.00%	2.00	0.41	0.00	0.00	0.00	0.00

		Reg	OT	Vacation	Holiday	Sick	
Marj	work hours	36.25	0.00	0.00	0.00	0.00	36.25
Dept	Percent						
AdmSvs	50.00%	18.13	0.00	0.00	0.00	0.00	
SewerAdm	7.50%	2.72	0.00	0.00	0.00	0.00	
WaterAdm	7.50%	2.72	0.00	0.00	0.00	0.00	
Park Wages	35.00%	12.69	0.00	0.00	0.00	0.00	

		Reg	OT	Vacation	Holiday	Sick	
Harry	work hours	18.25	0.00				18.25
Dept	Percent						
Park	30.00%	5.48					
Street	35.00%	6.39					
FacMaint	35.00%	6.39					

		Reg	OT	Vacation	Holiday	Sick	
Jerry	work hours	40.00	4.50	0.00	0.00	0.00	44.50
Dept	Percent						
Streets	10.00%	4.00	0.45	0.00	0.00	0.00	
Sewer	70.00%	28.00	3.15	0.00	0.00	0.00	
Water	20.00%	8.00	0.90	0.00	0.00	0.00	

		Reg	OT	Vacation	Holiday	Sick	
Kevin	work hours	40.00	0.00	0.00	0.00	0.00	40.00
Dept	Percent						
Park	20.00%	8.00	0.00	0.00	0.00	0.00	
Sewer	10.00%	4.00	0.00	0.00	0.00	0.00	
Water	10.00%	4.00	0.00	0.00	0.00	0.00	
Streets	60.00%	24.00	0.00	0.00	0.00	0.00	

4/7-13/25

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	37.00	0.00	0.00	0.00	0.00	37.00
Dept	Percent						
C/T	85.00%	31.45	0.00	0.00	0.00	0.00	31.45
SewerAdm	5.00%	1.85	0.00	0.00	0.00	0.00	1.85
Election Adm	5.00%	1.85	0.00	0.00	0.00	0.00	1.85
WaterAdm	5.00%	1.85	0.00	0.00	0.00	0.00	1.85

		Reg	OT	Vacation	Holiday	Sick	
Marj	work hours	36.25	0.00	0.00	0.00	0.00	36.25
Dept	Percent						
AdmSvs	50.00%	18.13	0.00	0.00	0.00	0.00	
SewerAdm	7.50%	2.72	0.00	0.00	0.00	0.00	
WaterAdm	7.50%	2.72	0.00	0.00	0.00	0.00	
Park Wages	35.00%	12.69	0.00	0.00	0.00	0.00	

		Reg	OT	Vacation	Holiday	Sick	
Harry	work hours	21.25					21.25
Dept	Percent						
Park	30.00%	6.38					
Street	35.00%	7.44					
FacMaint	35.00%	7.44					

		Reg	OT	Vacation	Holiday	Sick	
Jerry	work hours	40.00	1.00	0.00	0.00	0.00	41.00
Dept	Percent						
Streets	10.00%	4.00	0.10	0.00	0.00	0.00	
Sewer	70.00%	28.00	0.70	0.00	0.00	0.00	
Water	20.00%	8.00	0.20	0.00	0.00	0.00	

		Reg	OT	Vacation	Holiday	Sick	
Kevin	work hours	40.00	4.00	0.00	0.00	0.00	44.00
Dept	Percent						
Park	20.00%	8.00	0.80	0.00	0.00	0.00	
Sewer	10.00%	4.00	0.40	0.00	0.00	0.00	
Water	10.00%	4.00	0.40	0.00	0.00	0.00	
Streets	60.00%	24.00	2.40	0.00	0.00	0.00	

Totals

	Reg	OT	Vacation	Holiday	Sick	
Lori	**77.00**	**8.25**	**0.00**	**0.00**	**0.00**	85.25
Dept						
C/T	**65.45**	**7.01**	**0.00**	**0.00**	**0.00**	72.46
SewerAdm	**3.85**	**0.41**	**0.00**	**0.00**	**0.00**	4.26
Election Adm	**3.85**	**0.41**	**0.00**	**0.00**	**0.00**	4.26
WaterAdm	**3.85**	**0.41**	**0.00**	**0.00**	**0.00**	4.26

	Reg	OT	Vacation	Holiday	Sick	
Marj	**72.5**	**0**	**0**	**0**	**0**	72.50
Dept						
AdmSvs	**36.25**	**0.00**	**0.00**	**0.00**	**0.00**	36.25
SewerAdm	**5.44**	**0.00**	**0.00**	**0.00**	**0.00**	5.44
WaterAdm	**5.44**	**0.00**	**0.00**	**0.00**	**0.00**	5.44
Park Wages	**25.38**	**0.00**	**0.00**	**0.00**	**0.00**	25.38

	Reg	OT	Vacation	Holiday	Sick	
Harry	**39.5**					39.50
Dept						
Park	**11.85**		**0.00**	**0.00**	**0.00**	11.85
Street	**13.83**		**0.00**	**0.00**	**0.00**	13.83
FacMaint	**13.83**		**0.00**	**0.00**	**0.00**	13.83

	Reg	OT	Vacation	Holiday	Sick	
Jerry	**80**	**5.5**	**0**	**0**	**0**	85.50
Dept						
Streets	**8.00**	**0.55**	**0.00**	**0.00**	**0.00**	8.55
Sewer	**56.00**	**3.85**	**0.00**	**0.00**	**0.00**	59.85
Water	**16.00**	**1.10**	**0.00**	**0.00**	**0.00**	17.10

	Reg	OT	Vacation	Holiday	Sick	
Kevin	**80**	**4**	**0**	**0**	**0**	84.00
Dept						
Park	**16.00**	**0.80**	**0.00**	**0.00**	**0.00**	16.80
Sewer	**8.00**	**0.40**	**0.00**	**0.00**	**0.00**	8.40
Water	**8.00**	**0.40**	**0.00**	**0.00**	**0.00**	8.40
Streets	**48.00**	**2.40**	**0.00**	**0.00**	**0.00**	50.40