

Employee Timecard - Hourly Distribution Report

08/21/2023 - 08/27/2023 [7 days]

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
08/21/2023 Mon	205 [POP]	07:00PM*	02:30AM*	7.50	7.5000000	
08/23/2023 Wed	205 [POP]	02:00PM*	01:00AM*	11.00	11.0000000	
08/24/2023 Thu	205 [POP]	11:00AM*	11:15PM*	12.25	12.2500000	
08/25/2023 Fri	206 [POG]	06:00PM*	01:30AM*	7.50		7.5000000
08/26/2023 Sat	205 [POP]	02:30PM*	05:00PM*		2.5000000	
	205 [POP]	11:00PM*	12:30AM*	4.00	1.5000000	


Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									97.00
3 [SICK]									143.00
6 [FH]									
205 [POP]	1[UNUSED]	34.75		34.75					
206 [POG]	1[UNUSED]		7.50	7.50					
TOTALS		34.75	7.50	42.25					240.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

7.5 Grant OT Hours 

Employee Timecard - Hourly Distribution Report

Report Date: 09/05/2023

08/28/2023 - 09/03/2023 [7 days]

Report Time: 8:20:51 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
08/28/2023 Mon	205 [POP]	08:00PM*	02:30AM*	6.50	6.5000000	
08/29/2023 Tue	205 [POP]	10:00PM*	12:30AM*	2.50	2.5000000	
08/30/2023 Wed	205 [POP]	02:00PM*	12:00AM*	10.00	10.0000000	
08/31/2023 Thu	205 [POP]	12:00PM*	10:00PM*	10.00	10.0000000	
09/01/2023 Fri	205 [POP]	01:30PM*	06:15PM*		4.7500000	
	205 [POP]	11:30PM*	01:30AM*	6.75	2.0000000	
09/03/2023 Sun	208 [PADJ]					

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									97.00
3 [SICK]					143.00	4.00			147.00
6 [FH]									
205 [POP]	1[UNUSED]	35.75		35.75					
208 [PADJ]	1[UNUSED]								
TOTALS		35.75		35.75	143.00	4.00			244.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 08/28/2023

08/21/2023 - 08/27/2023 [7 days]

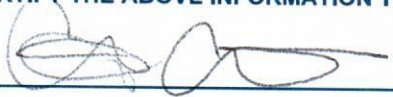
Report Time: 8:17:11 AM

PD012 [CHARLSON COLLINS, ELIZABETH]					
Employee ID	PD012	DEPT(G2)	PD	Pay Policy	201
Pay Type	3	Last Name	CHARLSON COLLINS	First Name	ELIZABETH

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/24/2023 Thu	205 [POP]	10:00AM*	03:53PM*	6.00	6.0000000	

Summary - PD012 [CHARLSON COLLINS, ELIZABETH]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
205 [POP]	1[UNUSED]	6.00		6.00					
TOTALS		6.00		6.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X 
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 09/06/2023

08/28/2023 - 09/03/2023 [7 days]

Report Time: 3:20:58 PM


PD012 [CHARLSON COLLINS, ELIZABETH]					
Employee ID	PD012	DEPT(G2)	PD	Pay Policy	201
Pay Type	3	Last Name	CHARLSON COLLINS	First Name	ELIZABETH

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/31/2023 Thu	201 [POW]	11:00AM*	07:00PM*	8.00	8.0000000	

Summary - PD012 [CHARLSON COLLINS, ELIZABETH]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
201 [POW]	1[UNUSED]	8.00		8.00					
TOTALS		8.00		8.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X  _____
Supervisor Signature



Hailey Roessler <clerk@ridgewaywi.gov>

Hours

1 message

Lizzi Charlson <lizzicharlson@gmail.com>
To: Hailey Roessler <clerk@ridgewaywi.gov>

Wed, Sep 6, 2023 at 4:52 PM

Hello,

It was 1145-7p last Thursday. I won't be in tomorrow as the Marshal is gone.

Lizzi Charlson Collins

Employee Timecard - Hourly Distribution Report

Report Date: 08/28/2023

08/21/2023 - 08/27/2023 [7 days]

Report Time: 8:17:11 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/21/2023 Mon	501 [TRW]	08:05AM	12:19PM		4.250000	
	501 [TRW]	01:10PM	04:32PM	7.50	3.250000	
08/22/2023 Tue	501 [TRW]	08:01AM	11:14AM		3.250000	
	501 [TRW]	11:59AM	04:29PM	7.75	4.500000	
08/23/2023 Wed	501 [TRW]	08:09AM	11:59AM		3.750000	
	501 [TRW]	01:24PM	04:29PM	6.75	3.000000	
08/24/2023 Thu	501 [TRW]	08:05AM	12:30PM*		4.500000	
	501 [TRW]	01:21PM	04:30PM	7.75	3.250000	
08/25/2023 Fri	501 [TRW]	08:01AM	12:02PM	4.00	4.000000	
08/26/2023 Sat	501 [TRW]	12:00PM*	12:30PM*	0.50	0.500000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									35.25
3 [SICK]									4.00
6 [FH]									8.00
7 [BREV]									
501 [TRW]	1[UNUSED]	34.25		34.25					
TOTALS		34.25		34.25					47.25

Water Admin = 4 Gen Admin = 30.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Gen Corresp./Phone/Email/In-person; AP/AR; HR/Timesheets
 Work Comp/Insurance; Transition/Term/Recruitment;
 WSLR Road Certification; FMP/Budget; 2023 Park
 Improvement Proj's Actt; Payroll; Grant Research;
 BikeRack Memo; Liquor Licensing; Water Meter Sched.
 WRS/WRF Info; Sell 2 Portable AC Units; Late Fees

Employee Timecard - Hourly Distribution Report

Report Date: 09/05/2023

08/28/2023 - 09/03/2023 [7 days]

Report Time: 8:20:51 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/28/2023 Mon	503 [TRS]				1.0000000	
	501 [TRW]	07:58AM	08:41AM		0.7500000	
	501 [TRW]	09:54AM	12:33PM		2.5000000	
	501 [TRW]	12:58PM	04:45PM*	8.00	3.7500000	
08/29/2023 Tue	501 [TRW]	07:59AM	12:09PM		4.2500000	
	501 [TRW]	12:48PM	04:30PM	8.00	3.7500000	
08/30/2023 Wed	501 [TRW]	07:57AM	12:30PM*		4.5000000	
	501 [TRW]	01:00PM*	04:30PM*	8.00	3.5000000	
08/31/2023 Thu	501 [TRW]	08:00AM	12:03PM		4.0000000	
	501 [TRW]	12:52PM	04:33PM	7.75	3.7500000	
09/01/2023 Fri	501 [TRW]	08:02AM	12:02PM	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]									35.25
3 [SICK]					4.00	4.00	1.00		7.00
6 [FH]									8.00
7 [BREV]									
501 [TRW]	1[UNUSED]	34.75		34.75					
503 [TRS]	1[UNUSED]	1.00		1.00					
TOTALS		35.75		35.75	4.00	4.00	1.00		50.25

Water Admin = 7 Sewer Admin = 7.75 Gen Admin = 21

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Hailey Roessler
Employee Signature

X _____
Supervisor Signature

Gen Corresp. / Email / Phone / In Person; HR / Timesheets / Work Comp / Insurance; Volunteer Coord.; Utility Billing / Meter Updates / Account Updates / Scheduling / Messaging / Seasonal Cons. turned off for Sept.; Bank Reconciliations / AP / AR WEDC / Bus Corresp.; RCC Scheduling / Coord.; Post Park + Rec / Draft / Prep; Well Pump History; CIP

Employee Timecard - Hourly Distribution Report

Report Date: 08/28/2023

08/21/2023 - 08/27/2023 [7 days]

Report Time: 8:17:11 AM

AD003 [JOHNSON, MAGGIE]					
Employee ID	AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	JOHNSON	First Name	MAGGIE

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/21/2023 Mon	511 [CW]	07:59AM	03:41PM	7.75	7.7500000	
08/22/2023 Tue	511 [CW]	07:55AM	03:00PM	7.00	7.0000000	
08/23/2023 Wed	511 [CW]	07:56AM	11:58AM		4.0000000	
	511 [CW]	01:21PM	02:32PM	5.25	1.2500000	
08/24/2023 Thu	511 [CW]	07:56AM	03:14PM	7.25	7.2500000	
08/25/2023 Fri	511 [CW]	07:59AM	12:01PM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]

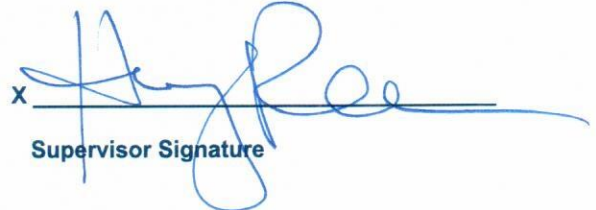
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									39.50
3 [SICK]									77.25
6 [FH]									8.00
511 [CW]	1[UNUSED]	31.25		31.25					
TOTALS		31.25		31.25					124.75

Sever = 5.25 Water = 4 Dep Aerk = 22

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X 

Supervisor Signature

Last Day was 8/25/2023

Employee Timecard - Hourly Distribution Report

Report Date: 08/28/2023

08/21/2023 - 08/27/2023 [7 days]

Report Time: 8:17:11 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
08/21/2023 Mon	401 [STW]	08:13AM	02:09PM	6.00	6.000000	
08/22/2023 Tue	101 [PAW]	08:13AM	01:01PM	4.75	4.750000	
08/23/2023 Wed	401 [STW]	08:06AM	11:56AM	4.00	4.000000	
08/24/2023 Thu	611 [FMW]	08:15AM	12:10PM	4.00	4.000000	
08/25/2023 Fri	401 [STW]	08:11AM	01:07PM	4.75	4.750000	

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]	15.5		4.75					
401 [STW]	1[UNUSED]	4		14.75					
611 [FMW]	1[UNUSED]	4		4.00					
TOTALS		23.50		23.50					

Park Street Fall

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X *[Signature]*
Supervisor Signature

Mon 8/21 Mowed away rag weed from cardinal way pond
 Mowed green shed barn, cardinal pond area, both ball fields
 Tues 8/22 Picked up trash, mowed other side of fence at rec
 Mowed cemetery, across from lumber yard
 Wed 8/23 Reassembled water meters, cleaned village shop
 Thurs 8/24 Mopped & cleaned bathrooms, Hung things in library
 Fri 8/25 Mowed park & playground

Employee Timecard - Hourly Distribution Report

Report Date: 09/05/2023

08/28/2023 - 09/03/2023 [7 days]

Report Time: 8:20:51 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
08/28/2023 Mon	401 [STW]	08:18AM	01:20PM	5.00	5.0000000	
08/29/2023 Tue	101 [PAW]	08:17AM	11:20AM	3.00	3.0000000	
08/30/2023 Wed	401 [STW]	08:14AM	12:42PM	4.50	4.5000000	
08/31/2023 Thu	401 [STW]	08:21AM	01:33PM	5.25	5.2500000	
09/01/2023 Fri	611 [FMW]	08:12AM	11:18AM	3.00	3.0000000	

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]	3.00		3.00					
401 [STW]	1[UNUSED]	14.75		14.75					
611 [FMW]	1[UNUSED]	3.00		3.00					
TOTALS		20.75		20.75					

Park Street Fall

*5.25
12.5
3.0*

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Harry Johnson*
Supervisor Signature

Mon 8/28 Mowed ACC Lawn, across from church, Bay Park Village Shop Lawn
Tues 8/29 Mowed west end of Village, back parking lot
Wed 8/30 Mowed along HHH, corners of HHHs 18-151 Firestation
Thurs 8/31 sprayed both ball fields
Fri 9/1 cleaned boardroom

Employee Timecard - Hourly Distribution Report

Report Date: 08/28/2023

08/21/2023 - 08/27/2023 [7 days]

Report Time: 8:17:12 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
08/21/2023 Mon	601 [WAW]	06:56AM	02:05PM*	7.00	7.0000000	
08/22/2023 Tue	604 [WAV]				2.0000000	
	301 [SEW]	06:32AM	11:00AM*		4.5000000	
	304 [SEV]			8.00	1.5000000	
08/23/2023 Wed	301 [SEW]	06:27AM	11:02AM	4.50	4.5000000	
08/24/2023 Thu	601 [WAW]	06:25AM	12:01PM		5.5000000	
	301 [SEW]	12:25PM	03:27PM	8.50	3.0000000	
08/25/2023 Fri	601 [WAW]	06:57AM	01:55PM	7.00	7.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					44.00		3.50		40.50
3 [SICK]									
6 [FH]									8.00
301 [SEW]	1[UNUSED]	12.00		12.00					
304 [SEV]	1[UNUSED]	1.50		1.50					
601 [WAW]	1[UNUSED]	19.50		19.50					
604 [WAV]	1[UNUSED]	2.00		2.00					
TOTALS		35.00		35.00	44.00		3.50		48.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 8-21-2023

Monday 8-21-2023:

Daily Labs at WWTP 2 Hours

Meter install 1 Hour, Repaired Chlorine Leak at Well 2, 2 Hours, cleaned the clarifiers and skimmers 1 Hour, Dropped chain saws off for repair 1 Hour.

Tuesday 8-22-2023:

****08/23/2023 08:13AM HROESSLER****

Dale Peterson

Tue, Aug 22, 10:39?AM (21 hours ago)

My HVAC guy is supposed to be onsite at 12, so I am going to take a half day at leave at 11.

Daily Labs at WWTP 2 Hours

Prepped water meters for the weeks schedule 2 Hours, Used 4 Hours of Vacation for HVAC issues at home.

Wednesday 8-23-2023:

Daily Labs at WWTP 2 Hours

Cleaned Clarifiers and Influent screen and trough 2 Hours

Thursday: 8-24-2023:

Daily Labs at WWTP 2 Hours

2 Meter installs 1.5 Hours, Repaired chlorine leak at Well 2 1 Hour, Cleaned clarifiers and Influent screen and trough 2 Hours, prepped letter to Monticello for taking back sludge 1.5 Hours

Friday 8-25-2023:

Daily Labs at WWTP 2 Hours

1 Meter install appointment and 1 checkup for a leak 1.5 Hours,

Vacuumed the foam off of the digesters and aeration basins 2.5 Hours, cleaned the clarifiers 1 Hour

Employee Timecard - Hourly Distribution Report

Report Date: 09/05/2023

08/28/2023 - 09/03/2023 [7 days]

Report Time: 8:20:51 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
08/28/2023 Mon	301 [SEW]	06:55AM	12:43PM		5.7500000	
	301 [SEW]	01:16PM	03:25PM	8.00	2.2500000	
08/29/2023 Tue	601 [WAW]	07:00AM	11:54AM		5.0000000	
	301 [SEW]	12:23PM	03:30PM	8.00	3.0000000	
08/30/2023 Wed	301 [SEW]	06:56AM	11:38AM		4.7500000	
	601 [WAW]	12:15PM	02:57PM	7.50	2.7500000	
08/31/2023 Thu	301 [SEW]	06:57AM	12:19PM		5.2500000	
	601 [WAW]	12:45PM	03:28PM	8.00	2.7500000	
09/01/2023 Fri	301 [SEW]	06:56AM	01:56PM	7.00	7.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.50
3 [SICK]						4.00			4.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	28.00		28.00					
601 [WAW]	1[UNUSED]	10.50		10.50					
TOTALS		38.50		38.50		4.00			52.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 8-28-2023

Monday 8-28-2023:

Daily Labs at WWTP 2 Hours

Turned off water service for leak repair at Malcolm Stack Foundation 1 Hour, Pumped sludge at WWTP 1 Hour, Drafted letter to Monticello for sludge handling 1 Hour, Cleaned influent trough and screen 2 Hours, general WWTP maintenance 1 Hour.

Tuesday 8-29-2023:

Daily Labs at WWTP 2 Hours

3 Meter installs 2.5 Hours, Meter reads 3.5 Hours

Wednesday 8-30-2023:

Daily Labs at WWTP 2 Hours

2 Meter installs 1.5 Hours, Filled several potholes around the Village 2.5 Hours, General office duties 2 Hours.

Thursday: 8-31-2023:

Daily Labs at WWTP 2 Hours

1 Meter install 1 Hour, Cleaning concrete and drains at the ballpark 4 Hours, Pumped sludge 1 Hour,

Friday 9-1-2023:

Daily Labs at WWTP 2 Hours

Cleaned up remaining scrap steel etc 3 Hours, Cleaned and scrubbed the clarifiers 2 Hours

Employee Timecard - Hourly Distribution Report

Report Date: 08/28/2023

08/21/2023 - 08/27/2023 [7 days]

Report Time: 8:17:12 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
08/21/2023 Mon	401 [STW]	06:55AM	11:17AM		4.2500000	
	401 [STW]	11:55AM	03:33PM	7.75	3.5000000	
08/22/2023 Tue	401 [STW]	06:56AM	12:06PM		5.0000000	
	301 [SEW]	12:25PM	03:26PM	8.00	3.0000000	
08/23/2023 Wed	401 [STW]	06:55AM	12:28PM		5.5000000	
	601 [WAW]	12:57PM	03:31PM	8.00	2.5000000	
08/24/2023 Thu	401 [STW]	06:24AM	12:03PM		5.5000000	
	401 [STW]	12:37PM	03:30PM*	8.50	3.0000000	
08/25/2023 Fri	401 [STW]	06:56AM	11:12AM	4.25	4.2500000	
08/26/2023 Sat	601 [WAW]	10:08AM	12:08PM*	2.00	2.0000000	
08/27/2023 Sun	301 [SEW]	08:49AM	10:49AM*	2.00	1.5000000	0.5000000

Summary - SP003 [LOSBY, BRADEN]					Accrual				
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]									24.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	4.50	0.50	5.00					
401 [STW]	1[UNUSED]	31.00		31.00					
601 [WAW]	1[UNUSED]	4.50		4.50					
TOTALS		40.00	0.50	40.50					66.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BC
Employee Signature

X [Signature]
Supervisor Signature

Weekly Work Log August 21 – August 27 2023 Braden Losby

Monday August 21 2023:

Daily rounds. – 2 hours

Working on chemical issue at well 2. – 2 hours

Meter replacement. – 1 hour

Working on quotes for street projects and getting a diggers ticket for sign installation. – 1 hour

Pressure washing and trying to unclog drains. – 2 hours

Tuesday August 22 2023:

Daily rounds. – 2 hours

Watering trees and gardens. – 3 hours

Getting supplies at menards for new signs. – 2 hours

Trying to figure out issue with the dump bed on the f-550. – 1 hour

Wednesday August 23 2023:

Daily rounds. – 2 hours

Water meter replacement. – 1 hour

Mowing. – 2 hours

Street sweeping. – 3 hours

Thursday August 24 2023:

Daily rounds. – 2 hours

Meter replacements. – 1 hour

Going to dmv for cdl written test. – 2 hours

Working on furnace and cleaning at sewer plant. – 3 hours

Friday August 25 2023:

Daily rounds. – 2 hours

Meter replacement and trying to find curb box. – 1 hour

Watering trees and gardens. – 2 hours

Saturday August 26 2023:

Weekend rounds. – 2 hours

Sunday August 27 2023:

Weekend rounds. – 2 hours

Employee Timecard - Hourly Distribution Report

Report Date: 09/05/2023

08/28/2023 - 09/03/2023 [7 days]

Report Time: 11:11:02 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
08/28/2023 Mon	401 [STW]	12:16PM	03:38PM	3.50	3.5000000	
08/29/2023 Tue	401 [STW]	06:55AM	11:28AM		4.5000000	
	401 [STW]	12:05PM	03:30PM*	8.00	3.5000000	
08/30/2023 Wed	401 [STW]	06:52AM	11:39AM		4.7500000	
	401 [STW]	12:16PM	03:30PM		3.2500000	
	201 [POW]	09:48PM	11:48PM*	10.00	2.0000000	
08/31/2023 Thu	401 [STW]	06:50AM	12:12PM		5.2500000	
	401 [STW]	12:45PM	03:30PM	8.00	2.7500000	
09/01/2023 Fri	101 [PAW]	06:55AM	02:20PM*	7.25	7.2500000	
09/02/2023 Sat	301 [SEW]	10:26AM	12:26PM*	2.00	2.0000000	
09/03/2023 Sun	601 [WAW]	09:33AM	11:33AM*	2.00	1.2500000	0.7500000

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]					24.00	4.00			28.00
6 [FH]									8.00
101 [PAW]	1[UNUSED]	7.25		7.25					
201 [POW]	1[UNUSED]	2.00		2.00					
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	27.50		27.50					
601 [WAW]	1[UNUSED]	1.25	0.75	2.00					
TOTALS		40.00	0.75	40.75	24.00	4.00			70.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BC
Employee Signature

X [Signature]
Supervisor Signature

Weekly Work Log August 28 – September 3 2023

Braden Losby

Monday August 28 2023:

Street sweeping. – 2 hours

Washing f-550. - 1 hour

Tuesday August 29 2023:

Daily rounds. – 2 hours

Installing signs at park. – 3 hours

Watering trees and gardens. – 2 hours

Meter reading. – 1 hour

Wednesday August 30 2023:

Daily rounds. – 2 hours

Meter replacements. – 1 hour

Cold patching. – 2 hours

Changing garbage. – 3 hours

Thursday August 31 2023:

Daily rounds. – 2 hours

Meter replacement. – 1 hour

Working on metal dumpster. – 1 hour

Power washing at park. – 4 hours

Friday September 1 2023:

Daily rounds. – 2 hours

Working on filling scrap metal dumpster. – 3 hours

Mowing at sewer plant. – 2 hours

Saturday September 2 2023:

Weekend rounds. – 2 hours

Sunday September 3 2023:

Weekend rounds. – 2 hours