

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

Report Date: 09/16/2025

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

Report Time: 12:46:06 PM

09/01/2025 - 09/14/2025 [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 Hours	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		51.50		0.50	8.00		8.00	12.00		8.00	88.00
PD [Police] Total:		51.50	0.00	0.50	8.00	0.00	8.00	12.00		8.00	88.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		51.50	0.00	0.50	8.00	0.00	8.00	12.00		8.00	88.00
<i>Head Count:</i>											1
Grand Total:		51.50	0.00	0.50	8.00	0.00	8.00	12.00		8.00	88.00
<i>Head Count:</i>											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/09/2025

09/01/2025 - 09/07/2025 [7 days]

Report Time: 10:00:11 AM

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
09/01/2025 Mon	202 [POH]			8.0000000		8.00
09/02/2025 Tue	201 [POW]	05:30PM*	07:30PM*	2.0000000		2.00
09/03/2025 Wed	203 [POS]			8.0000000		8.00
09/04/2025 Thu	201 [POW]	03:47PM	11:30PM	7.7500000		7.75
09/05/2025 Fri	204 [POV]			8.0000000		8.00
09/06/2025 Sat	201 [POW]	07:14PM	12:02AM*	4.7500000		4.75

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					36.75			8.00	28.75
3 [SICK]					109.00	4.00		8.00	105.00
6 [FH]									
201 [POW]	1[UNUSED]	14.50		14.50					
202 [POH]	1[UNUSED]	8.00		8.00					
203 [POS]	1[UNUSED]	8.00		8.00					
204 [POV]	1[UNUSED]	8.00		8.00					
TOTALS		38.50		38.50	145.75	4.00		16.00	133.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/15/2025

09/08/2025 - 09/14/2025 [7 days]

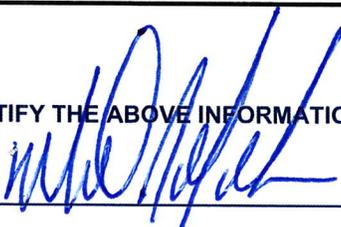
Report Time: 9:06:15 AM

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
09/08/2025 Mon	201 [POW]	03:10PM*	11:05PM*	7.7500000		7.75
09/09/2025 Tue	201 [POW]	03:40PM*	10:55PM*	7.2500000		7.25
09/10/2025 Wed	206 [POG]	10:00AM*	06:00PM*	8.0000000		
	201 [POW]	06:00PM*	08:10PM*	2.2500000		10.25
09/12/2025 Fri	203 [POS]			4.0000000		
	201 [POW]	08:30PM	12:20AM	3.7500000		7.75
09/13/2025 Sat	201 [POW]	03:25PM	11:11PM	7.7500000		7.75
09/14/2025 Sun	201 [POW]	10:59AM	07:08PM	8.2500000		
	208 [PADJ]			0.5000000		8.75

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									28.75
3 [SICK]					105.00			4.00	101.00
6 [FH]									
201 [POW]	1[UNUSED]	37.00		37.00					
203 [POS]	1[UNUSED]	4.00		4.00					
206 [POG]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	0.50		0.50					
TOTALS		49.50		49.50	105.00			4.00	129.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Work log hours for timesheet allocations per 2025 budget

9/1-7/25							9/8-14/25							Totals									
Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick					
work hours		29.25	0.00	8.00	0.00	37.25	work hours		36.00	0.00	0.00	0.00	0.00	36.00	work hours		65.25	0.00	0.00	8.00	0.00	73.25	
Dept	Percent						Dept	Percent						Dept	Percent								
C/T	85.00%	24.86	0.00	0.00	6.80	0.00	C/T	85.00%	30.60	0.00	0.00	0.00	0.00	C/T	55.46	0.00	0.00	6.80	0.00	62.26			
SewerAdm	5.00%	1.46	0.00	0.00	0.40	0.00	SewerAdm	5.00%	1.80	0.00	0.00	0.00	0.00	SewerAdm	3.26	0.00	0.00	0.40	0.00	3.66			
Election Adm	5.00%	1.46	0.00	0.00	0.40	0.00	Election Adm	5.00%	1.80	0.00	0.00	0.00	0.00	Election Adm	3.26	0.00	0.00	0.40	0.00	3.66			
WaterAdm	5.00%	1.46	0.00	0.00	0.40	0.00	WaterAdm	5.00%	1.80	0.00	0.00	0.00	0.00	WaterAdm	3.26	0.00	0.00	0.40	0.00	3.66			
work hours		29.00	0.00	0.00	8.00	0.00	37.00	work hours		35.00	0.00	0.00	0.00	35.00	work hours		64	0	0	8	0	72.00	
Dept	Percent						Dept	Percent						Dept	Percent								
AdmSvs	50.00%	14.50	0.00	0.00	4.00	0.00	AdmSvs	50.00%	17.50	0.00	0.00	0.00	0.00	AdmSvs	32.00	0.00	0.00	4.00	0.00	36.00			
SewerAdm	7.50%	2.18	0.00	0.00	0.60	0.00	SewerAdm	7.50%	2.63	0.00	0.00	0.00	0.00	SewerAdm	4.80	0.00	0.00	0.60	0.00	5.40			
WaterAdm	7.50%	2.18	0.00	0.00	0.60	0.00	WaterAdm	7.50%	2.63	0.00	0.00	0.00	0.00	WaterAdm	4.80	0.00	0.00	0.60	0.00	5.40			
Park Wages	35.00%	10.15	0.00	0.00	2.80	0.00	Park Wages	35.00%	12.25	0.00	0.00	0.00	0.00	Park Wages	22.40	0.00	0.00	2.80	0.00	25.20			
work hours		19.00				19.00	work hours		22.00				22.00	work hours		41					41.00		
Dept	Percent						Dept	Percent						Dept	Percent								
Park	30.00%	5.70					Park	30.00%	6.60					Park	12.30		0.00	0.00	0.00	12.30			
Street	35.00%	6.65					Street	35.00%	7.70					Street	14.35		0.00	0.00	0.00	14.35			
FacMaint	35.00%	6.65					FacMaint	35.00%	7.70					FacMaint	14.35		0.00	0.00	0.00	14.35			
work hours		36.25	0.00	0.00	8.00	0.00	44.25	work hours		40.00	7.25	0.00	0.00	0.00	47.25	work hours		76.25	7.25				91.50
Dept	Percent						Dept	Percent						Dept	Percent								
Streets	10.00%	3.63	0.00	0.00	0.80		Streets	10.00%	4.00	0.73	0.00	0.00	0.00	Streets	7.63	0.73	0.00	0.80	0.00	9.15			
Sewer	70.00%	25.38	0.00	0.00	5.60		Sewer	70.00%	28.00	5.08	0.00	0.00	0.00	Sewer	53.38	5.08	0.00	5.60	0.00	64.05			
Water	20.00%	7.25	0.00	0.00	1.60		Water	20.00%	8.00	1.45	0.00	0.00	0.00	Water	15.25	1.45	0.00	1.60	0.00	18.30			
work hours		38.00	0.00	0.00	8.00	0.00	46.00	work hours		40.00	3.25	0.00	0.00	0.00	43.25	work hours		78	3.25	0	8	0	89.25
Dept	Percent						Dept	Percent						Dept	Percent								
Park	20.00%	7.60	0.00	0.00	1.60	0.00	Park	20.00%	8.00	0.65	0.00	0.00	0.00	Park	15.60	0.65	0.00	1.60	0.00	17.85			
Sewer	10.00%	3.80	0.00	0.00	0.80	0.00	Sewer	10.00%	4.00	0.33	0.00	0.00	0.00	Sewer	7.80	0.33	0.00	0.80	0.00	8.93			
Water	10.00%	3.80	0.00	0.00	0.80	0.00	Water	10.00%	4.00	0.33	0.00	0.00	0.00	Water	7.80	0.33	0.00	0.80	0.00	8.93			
Streets	60.00%	22.80	0.00	0.00	4.80	0.00	Streets	60.00%	24.00	1.95	0.00	0.00	0.00	Streets	46.80	1.95	0.00	4.80	0.00	53.55			

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

Report Date: 09/16/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 12:29:41 PM

09/01/2025 - 09/14/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	24.00	0.00	24.00
AD [General Admin]	502[TRH]	3.00	0.00	3.00
AD [General Admin]	511[CW]	36.75	0.00	36.75
AD [General Admin]	512[CH]	3.00	0.00	3.00
SE [Sewer]	305[SADW]	2.25	0.00	2.25
SE [Sewer]	307[SADH]	1.00	0.00	1.00
WA [Water]	605[WADW]	2.25	0.00	2.25
WA [Water]	607[WADH]	1.00	0.00	1.00
AD001 [PHELAN, LORI L] Total:		73.25	0.00	73.25
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	55.25	0.00	55.25
AD [General Admin]	702[ADSH]	6.00	0.00	6.00
PA [Parks]	101[PAW]	4.25	0.00	4.25
SE [Sewer]	305[SADW]	2.25	0.00	2.25
SE [Sewer]	307[SADH]	1.00	0.00	1.00
WA [Water]	605[WADW]	2.25	0.00	2.25
WA [Water]	607[WADH]	1.00	0.00	1.00
AD005 [RINIKER, MARJORIE] Total:		72.00	0.00	72.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	16.50	0.00	16.50
PA [Parks]	101[PAW]	13.75	0.00	13.75
ST [Streets]	401[STW]	10.75	0.00	10.75
PW003 [JOHNSON, HARRY] Total:		41.00	0.00	41.00
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	48.25	5.25	53.50
SE [Sewer]	302[SEH]	4.00	0.00	4.00
WA [Water]	601[WAW]	28.00	2.00	30.00
WA [Water]	602[WAH]	4.00	0.00	4.00
PW007 [LARKINS, LAMONT] Total:		84.25	7.25	91.50
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	10.00	0.00	10.00
SE [Sewer]	301[SEW]	15.75	0.00	15.75
ST [Streets]	401[STW]	50.25	3.25	53.50
ST [Streets]	402[STH]	8.00	0.00	8.00
WA [Water]	601[WAW]	2.00	0.00	2.00
SP004 [MECKLEY, KEVIN] Total:		86.00	3.25	89.25
Grand Totals:		356.50	10.50	367.00

END OF REPORT

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

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

Report Date: 09/12/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 11:05:07 AM

09/01/2025 - 09/07/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	13.75	0.00	13.75
AD [General Admin]	502[TRH]	3.00	0.00	3.00
AD [General Admin]	511[CW]	14.00	0.00	14.00
AD [General Admin]	512[CH]	3.00	0.00	3.00
SE [Sewer]	305[SADW]	0.75	0.00	0.75
SE [Sewer]	307[SADH]	1.00	0.00	1.00
WA [Water]	605[WADW]	0.75	0.00	0.75
WA [Water]	607[WADH]	1.00	0.00	1.00
AD001 [PHELAN, LORI L] Total:		37.25	0.00	37.25
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	25.25	0.00	25.25
AD [General Admin]	702[ADSH]	6.00	0.00	6.00
PA [Parks]	101[PAW]	1.25	0.00	1.25
SE [Sewer]	305[SADW]	1.25	0.00	1.25
SE [Sewer]	307[SADH]	1.00	0.00	1.00
WA [Water]	605[WADW]	1.25	0.00	1.25
WA [Water]	607[WADH]	1.00	0.00	1.00
AD005 [RINIKER, MARJORIE] Total:		37.00	0.00	37.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	8.25	0.00	8.25
PA [Parks]	101[PAW]	5.50	0.00	5.50
ST [Streets]	401[STW]	5.25	0.00	5.25
PW003 [JOHNSON, HARRY] Total:		19.00	0.00	19.00
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	23.25	0.00	23.25
SE [Sewer]	302[SEH]	4.00	0.00	4.00
WA [Water]	601[WAW]	13.00	0.00	13.00
WA [Water]	602[WAH]	4.00	0.00	4.00
PW007 [LARKINS, LAMONT] Total:		44.25	0.00	44.25
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	7.00	0.00	7.00
SE [Sewer]	301[SEW]	4.00	0.00	4.00
ST [Streets]	401[STW]	25.00	0.00	25.00
ST [Streets]	402[STH]	8.00	0.00	8.00
WA [Water]	601[WAW]	2.00	0.00	2.00
SP004 [MECKLEY, KEVIN] Total:		46.00	0.00	46.00
Grand Totals:		183.50	0.00	183.50

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/08/2025

09/01/2025 - 09/07/2025 [7 days]

Report Time: 8:18:18 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
09/01/2025 Mon	502 [TRH]			8.0000000		8.00
09/02/2025 Tue	501 [TRW]	07:56AM	01:00PM*	5.0000000		
	501 [TRW]	01:30PM*	05:06PM	3.5000000		8.50
09/03/2025 Wed	501 [TRW]	08:02AM	12:29PM	4.5000000		
	501 [TRW]	01:14PM	04:49PM	3.5000000		8.00
09/04/2025 Thu	501 [TRW]	08:09AM	01:11PM	5.0000000		
	501 [TRW]	01:46PM	04:53PM	3.2500000		8.25
09/05/2025 Fri	501 [TRW]	08:02AM	12:26PM	4.5000000		4.50

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									63.00
3 [SICK]					54.75	4.00			58.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	29.25		29.25					
502 [TRH]	1[UNUSED]	8.00		8.00					
TOTALS		37.25		37.25	54.75	4.00			129.75

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 September 1-7, 2025

Monday 9/1 HOLIDAY

Tuesday 9/2

- Treasurer (4 hrs)
 - Farmers Market
 - Bank Reconciliation
- Clerk (3.5 hrs)
 - Finance Committee meeting prep
 - Board meeting agenda
 - Meet w/Brad
- Utility (1 hr)
 - Service change/final bill

Wednesday 9/3

- Treasurer (2.5 hr)
 - To Dodgeville-Bank deposit/change/post office
 - Bank statements
 - Process payroll
- Clerk (4.5 hr)
 - Farmers market
 - Timesheet allocations
 - Attorney emails
 - Insurance question
- Utility (.5 hr)
 - PSC question

Thursday 9/4

- Treasurer
 - Finish payroll processing
 - Train MR - Bank/CC reconciliations
- Clerk
 - BOT Meeting agenda

Friday 9/5

- Clerk
 - Website updates/additions
 - Meeting agenda template updates
 - All Staff Meeting
 - Post and publish meeting agenda/send notifications

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/08/2025

09/01/2025 - 09/07/2025 [7 days]

Report Time: 8:18:18 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
09/01/2025 Mon	702 [ADSH]			8.0000000		8.00
09/02/2025 Tue	701 [ADSW]	07:56AM	01:43PM	5.7500000		
	701 [ADSW]	02:17PM	04:30PM	2.2500000		8.00
09/03/2025 Wed	701 [ADSW]	07:54AM	03:30PM	7.5000000		
	701 [ADSW]	06:17PM	08:18PM	2.0000000		9.50
09/04/2025 Thu	701 [ADSW]	07:55AM	03:34PM	7.5000000		7.50
09/05/2025 Fri	701 [ADSW]	07:53AM	12:00PM	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]									36.00
3 [SICK]					28.00	4.00			32.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	29.00		29.00					
702 [ADSH]	1[UNUSED]	8.00		8.00					
TOTALS		37.00		37.00	28.00	4.00			76.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marjorie Riniker
Employee Signature

x Rai L. Phelan
Supervisor Signature

Marj Riniker

Week of **9/1/2025**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy	O					
Licences	F					0
Invoices	F	1.5	1	0.5	0.25	3.25
Library/Comm Ctr	I		0.75			0.75
Social Media	C	1.25	2		0.75	4
Misc office work (filing/copies/phone/Cust Asst)	E	2.25	2.5	0.5	0.5	5.75
Clerk/treasurer meetings/prep	C		3	0.25	1.25	4.5
grant work	L	1				1
Property tax	O					0
Elections	S					0
Daily totals	E	6	9.25	7.25	2.75	
	D			Admin/Deputy Totals		19.25
Park/Rec						
Event planning		0.5				0.5
Meetings/prep	H				0.75	0.75
Social Media	O					0
creating graphics	L					0
Daily totals	I	0.5	0	0	0.75	
	D			Park/Rec Totals		1.25
Utility	A					
Billing	Y	1.5	0.25	0.25	0.5	2.5
Daily totals		1.5	0.25	0.25	0.5	
				Utility Totals		2.5
Daily totals	8	8	9.5	7.5	4	
				Total hours		37

Employee Timecard - LPHELAN-07/27/2015

09/01/2025 - 09/07/2025 [7 days]

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
09/02/2025 Tue	401 [STW]	07:56AM	12:45PM	4.7500000		4.75
09/03/2025 Wed	401 [STW]	07:55AM	12:08PM	4.2500000		4.25
09/04/2025 Thu	401 [STW]	07:57AM	01:04PM	5.0000000		5.00
09/05/2025 Fri	401 [STW]	07:57AM	01:05PM	5.0000000		5.00

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]	19.00		19.00					
TOTALS		19.00		19.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
 Employee Signature

x _____
 Supervisor Signature

Tues 9/2 Mowed across from church, across from lumber yard, Volleyball area, park & playground, Home Talent Field
 wed 9/3 cleaned toilets in upstairs bathrooms, worked at RCC, emptied garbage
 Thurs 9/4 worked on upstairs bathrooms, mowed west west end of Village, ~~raked~~ raked grass on small ball field, mowed Vets Memorial
 Fri 9/5 staff meeting, dragged both ball fields, mowed Home Talent field, along HHH

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/08/2025

09/01/2025 - 09/07/2025 [7 days]

Report Time: 8:18:18 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
09/01/2025 Mon	302 [SEH]			4.0000000		10.00
	301 [SEW]	07:42AM	09:42AM*	2.0000000		
	602 [WAH]			4.0000000		
09/02/2025 Tue	301 [SEW]	05:56AM	11:59AM	6.0000000		10.25
	301 [SEW]	12:29PM	02:31PM	2.0000000		
	301 [SEW]	04:30PM	06:47PM	2.2500000		
09/03/2025 Wed	301 [SEW]	06:05AM	11:30AM	5.5000000		8.00
	301 [SEW]	12:02PM	02:37PM	2.5000000		
09/04/2025 Thu	301 [SEW]	06:04AM	12:02PM	6.0000000		8.00
	301 [SEW]	12:32PM	02:37PM	2.0000000		
09/05/2025 Fri	301 [SEW]	06:06AM	12:05PM	6.0000000		8.00
	301 [SEW]	12:42PM	02:38PM	2.0000000		

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]					4.00	4.00			8.00
301 [SEW]	1[UNUSED]	36.25		36.25					
302 [SEH]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	4.00		4.00					
TOTALS		44.25		44.25	4.00	4.00			8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Lamont Larkins

Weekly Work Log September 1-5

Monday 09/01/2025:

Labor Day Holiday-8 hours

System checks-2 hours

Tuesday 09/02/2025:

Water Daily Operations, employee reviews – 5 hours

Sewer Daily Operations, employee reviews - 5 hours

Wednesday 09/03/2025:

Water Daily Operations, locate– 3 hours

Sewer Daily Operations, emor, locate -5 hours

Thursday 09/04/2025

Water Daily Operations -2 hours

Sewer Daily Operations cleaning sewer plant -6 hours

Friday 09/05/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations

Weekly Cleaning sewer plant-6 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/08/2025

09/01/2025 - 09/07/2025 [7 days]

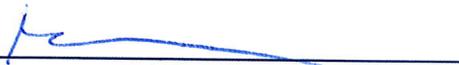
Report Time: 8:18:18 AM

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
09/01/2025 Mon	402 [STH]			8.0000000		8.00
09/02/2025 Tue	401 [STW]	07:00AM	11:55AM	5.0000000		8.00
	401 [STW]	12:25PM	03:30PM	3.0000000		
09/03/2025 Wed	401 [STW]	06:58AM	12:00PM	5.0000000		10.00
	401 [STW]	12:29PM	03:30PM	3.0000000		
	401 [STW]	06:20PM	08:17PM	2.0000000		
09/04/2025 Thu	401 [STW]	07:00AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
09/05/2025 Fri	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:29PM	3.0000000		
09/06/2025 Sat	301 [SEW]	07:01AM	09:01AM*	2.0000000		2.00
09/07/2025 Sun	601 [WAW]	07:08AM	09:08AM*	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]									56.00
3 [SICK]					28.00	4.00			32.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	34.00		34.00					
402 [STH]	1[UNUSED]	8.00		8.00					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		46.00		46.00	28.00	4.00			96.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday September 1st 2025

Labor Day

Tuesday September 2nd 2025

Hauled brush – 2 hours

Weed Whacked – 3 hours

Mowed – 3 hours

Wednesday September 3rd 2025

Checked out bathrooms at CC – 1 hour

Parts run – 1 Hour

Greased and changed oil in mower – 3 hours

Mowed – 3 hours

Park N Rec meeting – 2 hours

Thursday September 4th 2025

Burned brush pile – 4 hours

Mowed and weed whacked – 4 hours

Friday September 5th 2025

Worked at treatment plant – 2 hours

Staff meeting – 1 hour

Changed garbage at park and cleaned bathrooms – 2 hours

Mowed – 3 hours

Saturday September 6th 2025

Weekend rounds – 2 hours

Sunday September 7th 2025

Weekend rounds – 2 hours

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

Report Date: 09/16/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 12:29:06 PM

09/08/2025 - 09/14/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	10.25	0.00	10.25
AD [General Admin]	511[CW]	22.75	0.00	22.75
SE [Sewer]	305[SADW]	1.50	0.00	1.50
WA [Water]	605[WADW]	1.50	0.00	1.50
AD001 [PHELAN, LORI L] Total:		36.00	0.00	36.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	30.00	0.00	30.00
PA [Parks]	101[PAW]	3.00	0.00	3.00
SE [Sewer]	305[SADW]	1.00	0.00	1.00
WA [Water]	605[WADW]	1.00	0.00	1.00
AD005 [RINIKER, MARJORIE] Total:		35.00	0.00	35.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	8.25	0.00	8.25
PA [Parks]	101[PAW]	8.25	0.00	8.25
ST [Streets]	401[STW]	5.50	0.00	5.50
PW003 [JOHNSON, HARRY] Total:		22.00	0.00	22.00
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	25.00	5.25	30.25
WA [Water]	601[WAW]	15.00	2.00	17.00
PW007 [LARKINS, LAMONT] Total:		40.00	7.25	47.25
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	3.00	0.00	3.00
SE [Sewer]	301[SEW]	11.75	0.00	11.75
ST [Streets]	401[STW]	25.25	3.25	28.50
SP004 [MECKLEY, KEVIN] Total:		40.00	3.25	43.25
Grand Totals:		173.00	10.50	183.50

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/15/2025

09/08/2025 - 09/14/2025 [7 days]

Report Time: 9:06:15 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
09/08/2025 Mon	501 [TRW]	08:01AM	12:14PM	4.2500000		6.50
	501 [TRW]	01:15PM	03:27PM	2.2500000		
09/09/2025 Tue	501 [TRW]	09:54AM	01:32PM	3.5000000		10.00
	501 [TRW]	02:36PM	08:54PM	6.5000000		
09/10/2025 Wed	501 [TRW]	09:05AM	01:05PM	4.0000000		7.75
	501 [TRW]	01:40PM	05:31PM	3.7500000		
09/11/2025 Thu	501 [TRW]	08:06AM	01:03PM	5.0000000		8.00
	501 [TRW]	01:49PM	04:50PM	3.0000000		
09/12/2025 Fri	501 [TRW]	08:11AM	12:01PM	3.7500000		3.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									63.00
3 [SICK]									58.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.00		36.00					
TOTALS				36.00					129.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Lori Phelan*

Employee Signature

x _____

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of September 8-14, 2025

Monday 9/8

- Treasurer
 - Checks for board meeting
 - Submit online payments, enter in WH
- Clerk (30 min)
 - Steering Committee workshop agenda
- Utility (1.5 hr)
 - Past dues-advance tax roll notices

Tuesday 9/9

- Treasurer (5 hrs)
 - Concession stand
 - Reconcile drawer
 - Set up for next event
 - Bank deposit to Dodgeville
 - Print and prepare checks for Board meeting
- Clerk
 - Meeting-Farmers Market
 - Board Meeting
- Utility (30 min)
 - Fix payment entered incorrectly

Wednesday 9/10

- Treasurer (15 min)
 - Mail and post board approved checks
- Clerk (6.5 hr)
 - Post approved minutes
 - Update P & R meeting template
 - Plan Commission meeting agenda
 - Cty HHH/Main St walk through
- Utility (1 hr)
 - Lead survey information for Lamont
 - Assist in locating vendor info for WWTP
 - Submit application to PSC for PFP

Thursday 9/11

- Treasurer
 - Bank deposit (30 min)
- Clerk
 - Draft BOT meeting minutes
 - PWS&H Meeting agenda
 - Schedule Finance Comm meetings
 - Steering Committee workshop minutes

Friday 9/12

- Clerk (4 hrs)
 - Insurance enrollment info to staff
 - Timesheet allocations
 - Joint Fire-Rescue Meeting agenda

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/15/2025

09/08/2025 - 09/14/2025 [7 days]

Report Time: 9:06:15 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
09/08/2025 Mon	701 [ADSW]	07:53AM	01:29PM	5.5000000		7.75
	701 [ADSW]	02:09PM	04:30PM	2.2500000		
09/09/2025 Tue	701 [ADSW]	07:49AM	03:15PM*	7.5000000		7.50
09/10/2025 Wed	701 [ADSW]	07:53AM	01:45PM	5.7500000		8.00
	701 [ADSW]	02:19PM	04:31PM	2.2500000		
09/11/2025 Thu	701 [ADSW]	07:56AM	02:02PM	6.0000000		7.75
	701 [ADSW]	02:46PM	04:30PM	1.7500000		
09/12/2025 Fri	701 [ADSW]	07:56AM	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]									36.00
3 [SICK]									32.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	35.00		35.00					
TOTALS		35.00		35.00					76.00

remember, I had 37 hrs last week

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Marjorie Riniker
 Employee Signature

x *Lori Phee*
 Supervisor Signature

Marj Riniker

Week of **9/8/2025**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences						0
Invoices	0.75	0.25				1
Library/Comm Ctr	1		1.5	0.25		2.75
Social Media	1.75	0.75	2	2	0.5	7
Misc office work	3.75					
(filing/copies/phone/C						
ust Asst/reports)		4.75	2.75	1.5	0.75	13.5
Clerk/treasurer		1	0.75		0.75	2.5
meetings/prep						0
grant work			0.75	0.75	1.75	3.25
Property tax						0
Elections						0
Daily totals	7.25	6.75	7.75	4.5	3.75	
				Admin/Deputy Totals		30
Park/Rec						
Event planning				1		1
Meetings/prep						0
Social Media				2		2
creating graphics						0
Daily totals	0	0	0	3	0	
				Park/Rec Totals		3
Utility						
Billing	0.5	0.75	0.25	0.25	0.25	2
Daily totals	0.5	0.75	0.25	0.25	0.25	
				Utility Totals		2
Daily totals	7.75	7.5	8	7.75	4	
				Total hours		35

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/15/2025

09/08/2025 - 09/14/2025 [7 days]

Report Time: 9:06:15 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
09/08/2025 Mon	401 [STW]	08:04AM	12:36PM	4.5000000		4.50
09/09/2025 Tue	401 [STW]	08:01AM	12:15PM	4.2500000		4.25
09/10/2025 Wed	401 [STW]	08:02AM	12:10PM	4.2500000		4.25
09/11/2025 Thu	401 [STW]	08:00AM	12:17PM	4.2500000		4.25
09/12/2025 Fri	401 [STW]	08:03AM	12:52PM	4.7500000		4.75

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]	22.00		22.00					
TOTALS		22.00		22.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 9/8 Picked up fire works, dragged home talent field, mowed green shed
 Tues 9/9 worked at RCC, mowed RCC, Volley Ball area, ball park
 wed 9/10 worked at RCC
 Thurs 9/11 lowered flags to half staff, put up shelves in library, mowed play ground & park parking area
 Fri 9/12 cleaned bathrooms at RCC, mowed along HHA home talent field

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/15/2025

09/08/2025 - 09/14/2025 [7 days]

Report Time: 9:06:15 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
09/08/2025 Mon	301 [SEW]	05:56AM	12:00PM	6.0000000		8.00
	301 [SEW]	12:29PM	02:30PM*	2.0000000		
09/09/2025 Tue	301 [SEW]	06:00AM	11:31AM	5.5000000		9.75
	301 [SEW]	12:01PM	03:02PM	3.0000000		
	301 [SEW]	06:50PM	08:07PM	1.2500000		
09/10/2025 Wed	301 [SEW]	06:14AM	12:02PM	5.7500000		9.75
	301 [SEW]	12:28PM	02:45PM	2.2500000		
	301 [SEW]	03:44PM	05:32PM	1.7500000		
09/11/2025 Thu	301 [SEW]	06:27AM	11:30AM	5.0000000		7.75
	301 [SEW]	11:59AM	02:45PM	2.7500000		
	301 [SEW]	06:25AM	12:03PM	4.7500000	0.7500000	
09/12/2025 Fri	301 [SEW]	12:32PM	02:55PM		2.5000000	8.00
	301 [SEW]	07:55AM	09:55AM*		2.0000000	
09/13/2025 Sat	301 [SEW]	09:46AM	11:46AM*		2.0000000	2.00
09/14/2025 Sun	601 [WAW]				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
3 [SICK]									8.00
301 [SEW]	1[UNUSED]	40.00	5.25	45.25					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	7.25	47.25					8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log September 8-14

Monday 09/08/2025:

Labor Day Holiday 8 hours *Water - 2*

System checks-2 hours *sewer - 6*

Tuesday 09/09/2025:

Water Daily Operations, locate board, meeting – 5 hours

Sewer Daily Operations, locate, board meeting - 5 hours

Wednesday 09/10/2025:

Water Daily Operations, locate, walk through project– 4 hours

Sewer Daily Operations, emor, locate, walk through project -5 hours

Thursday 09/11/2025

Water Daily Operations -2 hours

Sewer Daily Operations cleaning sewer plant , sprayed weeds-6 hours

Friday 09/12/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations

Weekly Cleaning sewer plant-6 hours

Saturday 09/13/25:

System checks- 2 hours

Sunday 09/14/25:

System checks- 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/15/2025

09/08/2025 - 09/14/2025 [7 days]

Report Time: 9:06:15 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
09/08/2025 Mon	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:29PM	3.0000000		
09/09/2025 Tue	401 [STW]	06:59AM	12:00PM	5.0000000		9.25
	401 [STW]	12:29PM	03:29PM	3.0000000		
09/10/2025 Wed	401 [STW]	06:47PM	08:04PM	1.2500000		10.00
	401 [STW]	06:57AM	12:15PM	5.2500000		
09/11/2025 Thu	401 [STW]	12:41PM	05:29PM	4.7500000		8.00
	401 [STW]	06:58AM	12:00PM	5.0000000		
09/12/2025 Fri	401 [STW]	12:29PM	03:26PM	3.0000000		8.00
	401 [STW]	06:57AM	12:10PM	4.7500000	0.5000000	
	401 [STW]	12:38PM	03:26PM		2.7500000	

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									56.00
3 [SICK]									32.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	3.25	43.25					

TOTALS		40.00	3.25	43.25					96.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday September 8th 2025

Hauled brush – 1 hour

Changed garbage at park – 1 hour

Checked man hole on Keane St. – 2 hours

Weed whacked – 2 hours

Trimmed tree on west end of town – 2 hours

Tuesday September 9th 2025

Worked at treatment plant – 2 hours

Cut tree down at cemetery – 3 hours

Mowed – 3 hours

Board meeting – 1 hour

Wednesday September 10th 2025

Worked at treatment plant – 5 hours

Mowed – 3 hours

Steering comity meeting – 1.5 hours

Thursday September 11th 2025

Worked at treatment plant – 2 hours

Took fence down from pond – 1 hour

Mowed and weed whacked – 5 hours

Friday September 12th 2025

Worked at treatment plant – 3 hours

Cleaned park bathrooms – 2 hours

Worked on dog park – 1 hour

Mowed – 1 hour

Parts run – 1 hour