

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

Report Date: 10/01/2025

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

Report Time: 9:19:50 AM

09/15/2025 - 09/28/2025 [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]		57.25					6.75	16.00			80.00
PD [Police] Total:		57.25	0.00	0.00	0.00	0.00	6.75	16.00		0.00	80.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		57.25	0.00	0.00	0.00	0.00	6.75	16.00		0.00	80.00
<i>Head Count:</i>											1
Grand Total:		57.25	0.00	0.00	0.00	0.00	6.75	16.00		0.00	80.00
<i>Head Count:</i>											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/22/2025

09/15/2025 - 09/21/2025 [7 days]

Report Time: 4:40:36 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
09/15/2025 Mon	203 [POS]			8.0000000		8.00
09/16/2025 Tue	201 [POW]	11:00AM*	10:27PM	11.5000000		11.50
09/18/2025 Thu	201 [POW]	10:39AM	08:42PM	10.0000000		10.00
09/19/2025 Fri	201 [POW]	12:41PM	09:02PM	8.2500000		8.25
09/20/2025 Sat	201 [POW]	07:30PM*	10:00PM*	2.5000000		2.50

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]					101.00		8.00		93.00
6 [FH]									
201 [POW]	1[UNUSED]	32.25		32.25					
203 [POS]	1[UNUSED]	8.00		8.00					
TOTALS		40.25		40.25	101.00		8.00		121.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/30/2025

09/22/2025 - 09/28/2025 [7 days]

Report Time: 4:17:50 PM

PD011 [GORHAM, MICHAEL]

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

Time Card

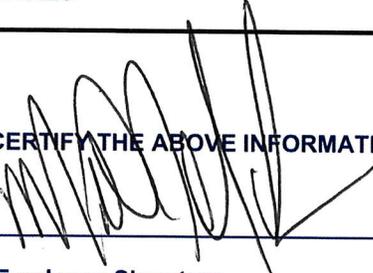
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
09/22/2025 Mon	201 [POW]	03:30PM*	09:30PM*	6.0000000		6.00
09/23/2025 Tue	203 [POS]			8.0000000		
	201 [POW]	06:00PM*	09:00PM*	3.0000000		11.00
09/24/2025 Wed	201 [POW]	04:00PM	10:23PM	6.5000000		6.50
09/26/2025 Fri	201 [POW]	02:45PM	11:28PM	8.7500000		8.75
09/28/2025 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]									22.00
3 [SICK]					93.00		8.00		85.00
6 [FH]									
201 [POW]	1[UNUSED]	24.25		24.25					
203 [POS]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]								

TOTALS		32.25		32.25	93.00		8.00		107.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Work log hours for timesheet allocations per 2025 budget

9/15-21/25							9/22-28/25							Totals								
Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick				
work hours		40.00	13.00	0.00	0.00	53.00	work hours		40.00	1.50	0.00	0.00	0.00	41.50	work hours		80.00	14.50	0.00	0.00	0.00	94.50
Lori	Percent						Lori	Percent						Lori	Percent							
C/T	85.00%	34.00	11.05	0.00	0.00	0.00	C/T	85.00%	34.00	1.28	0.00	0.00	0.00	C/T	68.00	12.33	0.00	0.00	0.00	0.00	80.33	
SewerAdm	5.00%	2.00	0.65	0.00	0.00	0.00	SewerAdm	5.00%	2.00	0.08	0.00	0.00	0.00	SewerAdm	4.00	0.73	0.00	0.00	0.00	0.00	4.73	
Election Adm	5.00%	2.00	0.65	0.00	0.00	0.00	Election Adm	5.00%	2.00	0.08	0.00	0.00	0.00	Election Adm	4.00	0.73	0.00	0.00	0.00	0.00	4.73	
WaterAdm	5.00%	2.00	0.65	0.00	0.00	0.00	WaterAdm	5.00%	2.00	0.08	0.00	0.00	0.00	WaterAdm	4.00	0.73	0.00	0.00	0.00	0.00	4.73	
work hours		36.00	0.00	0.00	0.00	36.00	work hours		40.00	0.50	0.00	0.00	0.00	40.50	work hours		76	0.5	0	0	0	76.50
Marj	Percent						Marj	Percent						Marj	Percent							
AdmSvs	50.00%	18.00	0.00	0.00	0.00	0.00	AdmSvs	50.00%	20.00	0.25	0.00	0.00	0.00	AdmSvs	38.00	0.25	0.00	0.00	0.00	0.00	38.25	
SewerAdm	7.50%	2.70	0.00	0.00	0.00	0.00	SewerAdm	7.50%	3.00	0.04	0.00	0.00	0.00	SewerAdm	5.70	0.04	0.00	0.00	0.00	0.00	5.74	
WaterAdm	7.50%	2.70	0.00	0.00	0.00	0.00	WaterAdm	7.50%	3.00	0.04	0.00	0.00	0.00	WaterAdm	5.70	0.04	0.00	0.00	0.00	0.00	5.74	
Park Wages	35.00%	12.60	0.00	0.00	0.00	0.00	Park Wages	35.00%	14.00	0.18	0.00	0.00	0.00	Park Wages	26.60	0.18	0.00	0.00	0.00	0.00	26.78	
work hours		19.75				19.75	work hours		21.75				21.75	work hours		41.5					41.50	
Harry	Percent						Harry	Percent					Harry	Percent								
Park	30.00%	5.93					Park	30.00%	6.53				Park	12.45		0.00	0.00	0.00	0.00	12.45		
Street	35.00%	6.91					Street	35.00%	7.61				Street	14.53		0.00	0.00	0.00	0.00	14.53		
FacMaint	35.00%	6.91					FacMaint	35.00%	7.61				FacMaint	14.53		0.00	0.00	0.00	0.00	14.53		
work hours		40.00	4.75	0.00	0.00	44.75	work hours		40.00	3.25	0.00	0.00	0.00	43.25	work hours		80.00	8				88.00
Lamont	Percent						Lamont	Percent						Lamont	Percent							
Streets	10.00%	4.00	0.48	0.00	0.00		Streets	10.00%	4.00	0.33	0.00	0.00	0.00	Streets	8.00	0.80	0.00	0.00	0.00	8.80		
Sewer	70.00%	28.00	3.33	0.00	0.00		Sewer	70.00%	28.00	2.28	0.00	0.00	0.00	Sewer	56.00	5.60	0.00	0.00	0.00	61.60		
Water	20.00%	8.00	0.95	0.00	0.00		Water	20.00%	8.00	0.65	0.00	0.00	0.00	Water	16.00	1.60	0.00	0.00	0.00	17.60		
work hours		24.00	0.00	16.00	0.00	40.00	work hours		40.00		0.00	0.00	0.00	40.00	work hours		64	0	16	0	0	80.00
Kevin	Percent						Kevin	Percent						Kevin	Percent							
Park	20.00%	4.80	0.00	3.20	0.00	0.00	Park	20.00%	8.00	0.00	0.00	0.00	0.00	Park	12.80	0.00	3.20	0.00	0.00	0.00	16.00	
Sewer	10.00%	2.40	0.00	1.60	0.00	0.00	Sewer	10.00%	4.00	0.00	0.00	0.00	0.00	Sewer	6.40	0.00	1.60	0.00	0.00	0.00	8.00	
Water	10.00%	2.40	0.00	1.60	0.00	0.00	Water	10.00%	4.00	0.00	0.00	0.00	0.00	Water	6.40	0.00	1.60	0.00	0.00	0.00	8.00	
Streets	60.00%	14.40	0.00	9.60	0.00	0.00	Streets	60.00%	24.00	0.00	0.00	0.00	0.00	Streets	38.40	0.00	9.60	0.00	0.00	0.00	48.00	

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

Report Date: 10/01/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 12:24:55 PM

09/15/2025 - 09/28/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	50.25	13.00	63.25
AD [General Admin]	511[CW]	24.00	1.50	25.50
SE [Sewer]	305[SADW]	2.75	0.00	2.75
WA [Water]	605[WADW]	3.00	0.00	3.00
AD001 [PHELAN, LORI L] Total:		80.00	14.50	94.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	62.00	0.50	62.50
SE [Sewer]	305[SADW]	7.00	0.00	7.00
WA [Water]	605[WADW]	7.00	0.00	7.00
AD005 [RINIKER, MARJORIE] Total:		76.00	0.50	76.50
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	13.00	0.00	13.00
PA [Parks]	101[PAW]	13.75	0.00	13.75
ST [Streets]	401[STW]	14.75	0.00	14.75
PW003 [JOHNSON, HARRY] Total:		41.50	0.00	41.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	42.50	4.00	46.50
WA [Water]	601[WAW]	37.50	4.00	41.50
PW007 [LARKINS, LAMONT] Total:		80.00	8.00	88.00
Employee: SP004 [MECKLEY, KEVIN]				
FM [FACILITES MAINTENANCE]	611[FMW]	3.00	0.00	3.00
PA [Parks]	101[PAW]	5.50	0.00	5.50
SE [Sewer]	301[SEW]	12.00	0.00	12.00
ST [Streets]	401[STW]	39.50	0.00	39.50
ST [Streets]	404[STV]	16.00	0.00	16.00
WA [Water]	601[WAW]	4.00	0.00	4.00
SP004 [MECKLEY, KEVIN] Total:		80.00	0.00	80.00
Grand Totals:		357.50	23.00	380.50

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/22/2025

09/15/2025 - 09/21/2025 [7 days]

Report Time: 8:07:06 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
09/15/2025 Mon	501 [TRW]	08:01AM	01:04PM	5.0000000		8.25
	501 [TRW]	01:41PM	04:57PM	3.2500000		
09/16/2025 Tue	501 [TRW]	08:05AM	02:59PM	7.0000000		12.00
	501 [TRW]	04:31PM	09:34PM	5.0000000		
09/17/2025 Wed	501 [TRW]	08:04AM	01:24PM	5.5000000		9.50
	501 [TRW]	02:31PM	06:27PM	4.0000000		
09/18/2025 Thu	501 [TRW]	08:20AM	12:17PM	4.0000000		8.50
	501 [TRW]	01:02PM	05:30PM*	4.5000000		
09/19/2025 Fri	501 [TRW]	08:58AM	12:11PM	1.7500000	1.5000000	3.25
09/20/2025 Sat	501 [TRW]	11:04AM	03:39PM		4.7500000	4.75
09/21/2025 Sun	501 [TRW]	02:45PM*	09:32PM		6.7500000	6.75

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]	40.00	13.00	53.00					

TOTALS		40.00	13.00	53.00					129.75
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Lori L Phelan*

Employee Signature

x _____

Supervisor Signature

Lori Phelan

Time Distribution Work Log September 15-21, 2025

Monday 9/15

- Treasurer (2.5 hr)
 - Event cash reconciliation
 - Adjusting JE's 2024 taxes payable in 2025
 - DNR Grant reimbursement
- Clerk (5.25 hr)
 - Print/distribute timesheets
 - Emails
 - Property zoning questions
 - PWS&H Meeting agenda
- Utility (.5 hr)
 - Meter issue-depot

Tuesday 9/16

- Treasurer (3.25 hrs)
 - Process payroll
 - Remote deposit
 - 2026 Budget workbook
- Clerk (7.75 hr)
 - Timesheet allocations
 - Property issues
 - Information from MG
 - Contact attorney
 - PWS&H Comm Meeting
- Utility (1 hr)
 - Process ACH
 - Files to FSB
 - Post/interface

Wednesday 9/17

- Treasurer (5.5 hrs)
 - Post payroll/interface
 - Correct ACH vendor payment
 - 941, W6, WRS, Quarterly 941 & Unemployment Reports
- Clerk (4 hrs)
 - PWS&H meeting
 - Draft minutes
 - Attorney communications
 - Public Information Meeting

Thursday 9/18

- Treasurer (7 hrs)
 - MTAW Virtual Conference
- Clerk (1.5 hrs)
 - Draft Notice of Quorum/send to BB and CN for review.
 - Emails

Friday 9/19

- Treasurer (3.25 hrs)
 - MTAW Virtual Conference

Saturday 9/20

- Treasurer (4.75 hrs)
 - Work Comp Audit
 - 2026 Budget

Sunday 9/21

- Treasurer 2026 Budget (6.75 hrs)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/22/2025

09/15/2025 - 09/21/2025 [7 days]

Report Time: 8:07:06 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
09/15/2025 Mon	701 [ADSW]	07:55AM	01:44PM	5.7500000		8.00
	701 [ADSW]	02:21PM	04:30PM	2.2500000		
09/16/2025 Tue	701 [ADSW]	07:52AM	12:59PM	5.2500000		8.00
	701 [ADSW]	01:38PM	04:29PM	2.7500000		
09/17/2025 Wed	701 [ADSW]	07:49AM	12:21PM	4.5000000		7.75
	701 [ADSW]	01:21PM*	04:30PM	3.2500000		
09/18/2025 Thu	701 [ADSW]	07:41AM	02:06PM	6.2500000		8.25
	701 [ADSW]	02:33PM	04:29PM	2.0000000		
09/19/2025 Fri	701 [ADSW]	07:53AM	11:57AM	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]	36.00		36.00					
TOTALS		36.00		36.00					76.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Marj Riniker

Week of **9/15/2025**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences		1.5	2.75		2	6.25
Invoices	0.5	0.25	0.25	0.25	0.25	1.5
Library/Comm Ctr	0.75	1.5	1.25	0.75	0.5	4.75
Social Media	0.25	0.5	1.5	3.5	1	6.75
Misc office work	4.5					
(filing/copies/phone/C						
ust Asst/reports)		1.75	1.25	3.25		10.75
Clerk/treasurer						0
meetings/prep						0
grant work	1.5		0.5			2
Property tax						0
Elections						0
Daily totals	7.5	5.5	7.5	7.75	3.75	
				Admin/Deputy Totals		32
Park/Rec						
Event planning						0
Meetings/prep						0
Social Media						0
creating graphics						0
Daily totals	0	0	0	0	0	
				Park/Rec Totals		0
Utility						
Billing	0.5	2.5	0.25	0.5	0.25	4
Daily totals	0.5	2.5	0.25	0.5	0.25	
				Utility Totals		4
Daily totals	8	8	7.75	8.25	4	
				Total hours		36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/22/2025

09/15/2025 - 09/21/2025 [7 days]

Report Time: 8:07:06 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
09/15/2025 Mon	401 [STW]	08:10AM	12:15PM	4.0000000		4.00
09/16/2025 Tue	401 [STW]	07:58AM	12:06PM	4.0000000		4.00
09/17/2025 Wed	401 [STW]	08:05AM	11:52AM	3.7500000		3.75
09/18/2025 Thu	401 [STW]	08:01AM	12:05PM	4.0000000		4.00
09/19/2025 Fri	401 [STW]	07:58AM	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 _____
Supervisor Signature

Mon 9/15 Mowed park, Volleyball area, vets Memorial, Playground, RCC
 Tues 9/16 worked at RCC, Mowed behind RCC, west end of village green shed
 Wed 9/17 Trimmied trees next to Dodge meet, Mowed part of park ditches on HHH
 Thurs 9/18 worked at RCC
 Fri 9/19 cleaned park bathrooms, emptied garbage at park

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/22/2025

09/15/2025 - 09/21/2025 [7 days]

Report Time: 9:48:17 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
09/15/2025 Mon	301 [SEW]	06:02AM	11:30AM	5.5000000		8.25
	301 [SEW]	11:59AM	02:45PM	2.7500000		
09/16/2025 Tue	301 [SEW]	05:58AM	12:02PM	6.0000000		8.00
	301 [SEW]	12:30PM	02:32PM	2.0000000		
09/17/2025 Wed	301 [SEW]	06:00AM	11:37AM	5.5000000		8.25
	301 [SEW]	12:07PM	02:43PM	2.7500000		
09/18/2025 Thu	301 [SEW]	06:02AM	11:30AM	5.5000000		8.00
	301 [SEW]	11:59AM	02:30PM*	2.5000000		
09/19/2025 Fri	301 [SEW]	05:58AM	12:07PM	6.0000000		8.25
	301 [SEW]	12:37PM	02:41PM	1.5000000	0.7500000	
09/20/2025 Sat	301 [SEW]	09:23AM	11:23AM*		2.0000000	2.00
09/21/2025 Sun	601 [WAW]	08:47AM*	10:47AM*		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	2.75	42.75					
601 [WAW]	1[UNUSED]		2.00	2.00					

TOTALS		40.00	4.75	44.75					8.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log September 15-21

Monday 09/15/2025:

Water Daily Operations, locates, checked depot water meter-4 hours

Sewer daily Operations, locates -4 hours

Tuesday 09/16/2025:

Water Daily Operations, locates – 4 hours

Sewer Daily Operations, locates – 4 hours

Wednesday 09/17/2025:

Water Daily Operations, locate– 4 hours

Sewer Daily Operations, locate -4 hours

Thursday 09/18/2025

Water Daily Operations, locate -4 hours

Sewer Daily Operations cleaning sewer plant, locate-4 hours

Friday 09/19/2025:

Water Daily Operations, locate – 4 hours

Sewer Daily Operations

Weekly Cleaning sewer plant, locate-4 hours

Saturday 09/20/25:

System checks- 2 hours

Sunday 09/21/25:

System checks- 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/22/2025

09/15/2025 - 09/21/2025 [7 days]

Report Time: 8:07:06 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
09/15/2025 Mon	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
09/16/2025 Tue	401 [STW]	06:58AM	12:00PM	5.0000000		8.00
	401 [STW]	12:29PM	03:30PM	3.0000000		
09/17/2025 Wed	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:29PM	03:29PM	3.0000000		
09/18/2025 Thu	404 [STV]			8.0000000		8.00
09/19/2025 Fri	404 [STV]			8.0000000		8.00

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		16.00		40.00
3 [SICK]									32.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	24.00		24.00					
404 [STV]	1[UNUSED]	16.00		16.00					
TOTALS		40.00		40.00	56.00		16.00		80.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X 
Supervisor Signature

Monday September 15th 2025

Made rounds for brush – 1 hour

Changed garbage at park – 1 hour

Mowed and weed whacked – 5 hours

Checked water meter – 1 hour

Tuesday September 16th 2025

Hauled brush – 3 hours

Cleaned up dump – 1 hour

Pest control at CC – 2 hours

Worked with Lamont – 2 hours

Wednesday September 17th 2025

Worked with Lamont – 3 hours

Burned brush pile – 2 hours

Washed and greased skid steer – 2 hours

Marked curb stops – 1 hour

Thursday September 18th 2025

Vacation day

Friday September 19th 2025

Vacation day

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/29/2025

09/22/2025 - 09/28/2025 [7 days]

Report Time: 10:41:15 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
09/22/2025 Mon	501 [TRW]	07:56AM	12:30PM	4.5000000		9.00
	501 [TRW]	01:06PM	05:24PM	4.5000000		
09/23/2025 Tue	501 [TRW]	08:05AM	01:42PM	5.7500000		5.75
09/24/2025 Wed	501 [TRW]	07:56AM	01:02PM	5.0000000		8.50
	501 [TRW]	01:31PM	04:54PM	3.5000000		
09/25/2025 Thu	501 [TRW]	08:03AM	12:11PM	4.2500000		10.00
	501 [TRW]	01:22PM	04:35PM	3.2500000		
09/26/2025 Fri	511 [CW]	07:30PM*	10:00PM*	2.5000000		8.25
	511 [CW]	09:15AM*	05:30PM*	6.7500000	1.5000000	

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]	30.75		30.75					
511 [CW]	1[UNUSED]	9.25	1.50	10.75					
TOTALS		40.00	1.50	41.50					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 September 22-28, 2025

Monday 9/22

- Treasurer (8.5 hrs)
 - 2026 Budget
 - Communication with Ehlers
- Clerk (30 min)
 - Timesheet review and distribution

Tuesday 9/23 out early

- Treasurer (4.25 hrs)
 - 2026 Budgets
 - ICHD Invoice
- Clerk (1 hr)
 - Election inspectors communication
 - Attorney communication
- Utility (30 min)
 - Assist Marj w/correction to Final Bill

Wednesday 9/24

- Treasurer (7 hrs)
 - 2026 Budget
- Clerk (1.5 hrs)
 - Election inspector resolution
 - Public Information Meeting update (add CDBG)

Thursday 9/25

- Treasurer (7.75 hr)
 - 2026 Budget
 - Bank deposit
 - Travel to Wausau-Workhorse Conference
- Clerk (1.25 hr)
 - Delta 3-Public Info Meeting CDBG
 - Travel to Wausau-Workhorse Conference
- Utility (1 hr)
 - DNR/Delta 3 (water)
 - Travel to Wausau-Workhorse Conference

Friday 9/26

- Workhorse Conference and travel time
 - Clerk (2.75 hr)
 - Treasurer (2.75 hr)
 - Water (2.75 hr)

Employee Timecard - LPHELAN-07/27/2015

09/22/2025 - 09/28/2025 [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
09/22/2025 Mon	701 [ADSW]	07:53AM	01:14PM	5.2500000		8.00
	701 [ADSW]	01:51PM	04:31PM	2.7500000		
09/23/2025 Tue	701 [ADSW]	07:53AM	11:59AM	4.0000000		
	701 [ADSW]	01:06PM	04:29PM	3.5000000		
09/24/2025 Wed	701 [ADSW]	07:57AM	03:31PM	7.5000000		
09/25/2025 Thu	701 [ADSW]	07:52AM	02:31PM	6.7500000		
	701 [ADSW]	07:30PM*	10:00PM*	2.5000000		
09/26/2025 Fri	701 [ADSW]	09:15AM*	05:30PM*	7.7500000	0.5000000	8.25

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]	40.00	0.50	40.50					
TOTALS		40.00	0.50	40.50					76.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
 Employee Signature

x 
 Supervisor Signature

Marj Riniker

Week of **9/15/2025**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs	
Admin/Deputy							
Licences		1				1	
Invoices		0.25	0.25			0.5	
Library/Comm Ctr	1					1	
Social Media	2.25	0.5	0.5	0.5		3.75	
Misc office work (filing/copies/phone/C ust Asst/reports)	2.5						
		0.25	2	5.5	2.75	13	
Clerk/treasurer meetings/prep grant work		Thurs and Fri include 2.75 hrs each drive time					0
						0	
Property tax	0.5	3.25	4.25	3.25		11.25	
Elections						0	
Daily totals	6.25	5.25	7	9.25	2.75		
	Admin/Deputy Totals					30.5	
Park/Rec							
Event planning						0	
Meetings/prep						0	
Social Media creating graphics						0	
						0	
Daily totals	0	0	0	0	0		
	Park/Rec Totals					0	
Utility							
Billing	1.75	2.25	0.5	0.5	5	10	
Daily totals	1.75	2.25	0.5	0.5	5		
	Utility Totals					10	
Daily totals	8	7.5	7.5	9.75	7.75		
	Total hours					40.5	

8-230 office 730-1015 drive
 9-12/1-3 conf 3-545 drive

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/30/2025

09/22/2025 - 09/28/2025 [7 days]

Report Time: 8:32:13 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
09/22/2025 Mon	401 [STW]	08:02AM	11:34AM	3.5000000		3.50
09/23/2025 Tue	401 [STW]	08:00AM	12:35PM	4.5000000		4.50
09/24/2025 Wed	401 [STW]	08:08AM	12:15PM	4.0000000		4.00
09/25/2025 Thu	401 [STW]	08:02AM	01:22PM*	5.2500000		5.25
09/26/2025 Fri	401 [STW]	08:03AM	12:25PM	4.5000000		4.50

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]	21.75		21.75					
TOTALS		21.75		21.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 9/22 Worked at ACC, cleaned MP room
 Tues 9/23 Worked at ACC, pulled weeds in flower bed, mowed part of ACC, Village shop
 Wed 9/24 Worked at ACC, removed fencing around grass seeded areas, trimmed brush
 Thurs 9/25 Mowed volleyball area, park and playground
 Fri 9/26 Mowed along HHH, part of park

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/29/2025

09/22/2025 - 09/28/2025 [7 days]

Report Time: 10:41:15 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
09/22/2025 Mon	301 [SEW]	06:37AM	12:08PM	5.7500000		
	301 [SEW]	12:36PM	02:37PM	1.7500000		7.50
09/23/2025 Tue	301 [SEW]	05:57AM	12:20PM	6.2500000		
	301 [SEW]	12:50PM	03:31PM	2.7500000		9.00
09/24/2025 Wed	301 [SEW]	05:59AM	12:02PM	6.0000000		
	301 [SEW]	01:08PM	04:30PM	3.2500000		9.25
09/25/2025 Thu	601 [WAW]	08:00AM*	10:00AM*	2.0000000		
	301 [SEW]	10:01AM*	12:00PM*	2.0000000		4.00
09/26/2025 Fri	301 [SEW]	06:09AM	11:31AM	5.2500000		
	301 [SEW]	11:56AM	04:11PM	4.2500000		9.50
09/27/2025 Sat	301 [SEW]	09:58AM	11:58AM*	0.7500000	1.2500000	2.00
09/28/2025 Sun	601 [WAW]	08:25AM	10:25AM*		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]	38.00	1.25	39.25					
601 [WAW]	1[UNUSED]	2.00	2.00	4.00					
TOTALS		40.00	3.25	43.25					8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log September 22-28

Monday 09/22/2025:

Water Daily Operations, locates, checked depot water meter-4 hours

Sewer daily Operations, locates -4 hours

Tuesday 09/23/2025:

Water Daily Operations, locates – 4 hours

Sewer Daily Operations, locates – 5 hours

Wednesday 09/24/2025:

Water Daily Operations, locate– 4 hours

Sewer Daily Operations, locate -5.25 hours

Thursday 09/25/2025

Water Training - 2 hours

Sewer Training - 2 hours

Friday 09/26/2025:

Water Daily Operations, locate – 4 hours

Sewer Daily Operations

Weekly Cleaning sewer plant, locate-5.5 hours

Saturday 09/27/25:

System checks- 2 hours

Sunday 09/28/25:

System checks- 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/29/2025

09/22/2025 - 09/28/2025 [7 days]

Report Time: 10:41:15 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
09/22/2025 Mon	401 [STW]	06:58AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:29PM	3.0000000		
09/23/2025 Tue	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:29PM	03:29PM	3.0000000		
09/24/2025 Wed	401 [STW]	05:56AM	12:00PM	6.0000000		8.00
	401 [STW]	12:29PM	02:30PM	2.0000000		
09/25/2025 Thu	401 [STW]	05:56AM	11:30AM	5.5000000		8.00
	401 [STW]	11:59AM	02:30PM	2.5000000		
09/26/2025 Fri	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM*	3.0000000		

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.00
3 [SICK]									32.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					80.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X 
Supervisor Signature

Monday September 22nd 2025

Worked in shop – 5 hours

Meter read – 1 hour

CC pest control – 1 hour

Mowed – 1 hour

Tuesday September 23rd 2025

Hauled brush – 2 hours

Mowed – 6 hours

Wednesday September 24th 2025

Worked at treatment plant – 4 hours

Took samples to lab – 2 hours

Mowed – 2 hours

Thursday September 25th 2025

Did samples at treatment plant – 3 hours

Hauled brush – 2 hours

Mowed – 3 hours

Friday September 26th 2025

Cleaned park bathrooms and changed garbage – 3 hours

Weed whacked – 3 hours

Mowed – 2 hours

