

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

Report Date: 04/18/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 10:17:31 AM

04/01/2024 - 04/14/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	29.75 ✓	1.50 ✓	31.25
AD [General Admin]	511[CW]	35.00 ✓	0.75 ✓	35.75
EL [ADMIN-ELECTION]	551[ECW]	15.25 ✓	0.00	15.25
AD001 [PHELAN, LORI L] Total:		80.00	2.25	82.25 ✓
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	64.50 ✓	0.00	64.50
SE [Sewer]	305[SADW]	3.75 ✓	0.00	3.75
WA [Water]	605[WADW]	3.75 ✓	0.00	3.75
AD004 [CUSHMAN, SHYANNE] Total:		72.00	0.00	72.00 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	31.75 ✓	0.00	31.75
PA [Parks]	101[PAW]	3.00 ✓	0.00	3.00
SP [Streets Plowing]	401[STW]	9.25 ✓	0.00	9.25
PW003 [JOHNSON, HARRY] Total:		44.00	0.00	44.00 ✓
Employee: PW005 [PETERSON, DALE]				
SE [Sewer]	301[SEW]	57.50 ✓	0.00	57.50
SP [Streets Plowing]	401[STW]	8.00 ✓	0.00	8.00
WA [Water]	601[WAW]	13.00 ✓	0.00	13.00
PW005 [PETERSON, DALE] Total:		78.50	0.00	78.50 ✓
Employee: SP003 [LOSBY, BRADEN]				
PA [Parks]	101[PAW]	1.00 ✓	0.00	1.00
SE [Sewer]	301[SEW]	14.50 ✓	3.00 ✓	17.50
SP [Streets Plowing]	401[STW]	15.50 ✓	0.00	15.50
ST [Streets]	401[STW]	34.50 ✓	2.75 ✓	37.25
WA [Water]	601[WAW]	14.50 ✓	3.00 ✓	17.50
SP003 [LOSBY, BRADEN] Total:		80.00	8.75	88.75 ✓
Grand Totals:		354.50	11.00	365.50

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/16/2024

04/08/2024 - 04/14/2024 [7 days]

Report Time: 11:09:17 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
04/08/2024 Mon	501 [TRW]	08:06AM	11:39AM	3.7500000		
	501 [TRW]	12:20PM	04:46PM	4.5000000		8.25
04/09/2024 Tue	501 [TRW]	08:01AM	01:40PM	5.7500000		
	501 [TRW]	03:10PM	10:32PM	7.2500000		13.00
04/10/2024 Wed	501 [TRW]	07:57AM	11:45AM*	3.7500000		
	501 [TRW]	12:14PM	04:47PM	4.5000000		8.25
04/11/2024 Thu	501 [TRW]	08:00AM	12:03PM	4.0000000		
	501 [TRW]	03:02PM	04:24PM	1.5000000		5.50
04/12/2024 Fri	501 [TRW]	08:04AM	01:45PM	5.0000000	0.7500000	5.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									96.00
3 [SICK]									8.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	0.75	40.75					
TOTALS		40.00	0.75	40.75					112.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Elec Admin - 15.25

Clerk 9.5

Treas 15.25 1.5

Time Distribution Work Log Week of April 8-12, 2024

Monday

- ✓ ● Work on amending BOT agenda
- Call with attorney-variance requests
- Emails
- Call with Cheryl (DNR) regarding LWCF Grant

Tuesday

- Print/Distribute timesheets for review
- Contact fsd.gov for SAM Administration and submit change form
- ✓ ● Emails
- Process 04.10.2024 Payroll 941 payment
- Bank reconciliations
- Treasurer Report for Q1
- Board Meeting

Wednesday

- ✓ ● Communications with property owner and surveyor
- Variance information discussion with Village Attorney
- Complete processing of Board Approved invoices and mail checks

Thursday

- Variance requests matter, Board of Zoning Appeals
- SAM Administration-resubmit change form
- ✓ ● WEDC Grant
- Meet with Troy M from SWRP Commission
- Half Day

Friday

- Post approved minutes
- ✓ ● Bank deposit
- Prepare streamlining processes in office
- Half Day

Employee Timecard - LPHELAN-07/27/2015

04/01/2024 - 04/07/2024 [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
04/01/2024 Mon	501 [TRW]	07:55AM	12:58PM	5.0000000		
	501 [TRW]	01:31PM	04:28PM	3.0000000		8.00
04/02/2024 Tue	501 [TRW]	06:14AM	01:49PM	7.5000000		
	501 [TRW]	02:34PM	10:18PM	7.7500000		15.25
04/03/2024 Wed	501 [TRW]	08:00AM	01:27PM	5.5000000		5.50
04/04/2024 Thu	501 [TRW]	08:05AM	12:05PM	4.0000000		4.00
04/05/2024 Fri	501 [TRW]	07:59AM	11:38AM	3.7500000		
	501 [TRW]	12:20PM	05:13PM	3.5000000	1.5000000	8.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									96.00
3 [SICK]					4.00	4.00			8.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	1.50	41.50					
TOTALS		40.00	1.50	41.50	4.00	4.00			112.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan
 Employee Signature

x _____
 Supervisor Signature

Clerk 25.5 , 75
 Treas 14.5

Time Distribution Work Log Week of April 1-4, 2024

Monday

- Print and distribute timesheets
- Port Dale's phone to FirstNet
- Pick up poll books from County
- Emails

Tuesday

- Election Day
 - Set up
 - Worked polls
 - Closed polls
 - Call in results to County
- Enter credit card transactions
 - Notify staff of missing receipts
- Emails

Wednesday

- Review Zoning Ordinance for Variance requests
- Deliver Election materials to County
- Emails
- Out Early

Thursday

- Emails
- Prepare Agenda and packet
- Enter credit card transactions
- Half Day

Friday

- Send agenda to MC for review
- Reconcile CC Statement
- Process Payroll
- Enter checks for board approval
- Edit/post agenda, send emails to subscribers

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/09/2024

04/01/2024 - 04/07/2024 [7 days]

Report Time: 8:30:23 AM

AD004 [CUSHMAN, SHYANNE]					
Employee ID	AD004	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/01/2024 Mon	511 [CW]	07:57AM	11:57AM	4.0000000		
	511 [CW]	12:35PM	04:31PM	4.0000000		8.00
04/02/2024 Tue	511 [CW]	06:26AM	02:30PM*	8.0000000		8.00
04/03/2024 Wed	511 [CW]	07:54AM	04:01PM	8.0000000		8.00
04/04/2024 Thu	511 [CW]	08:00AM	12:04PM	4.0000000		
	511 [CW]	12:34PM	04:30PM	4.0000000		8.00
04/05/2024 Fri	511 [CW]	08:00AM	12:00PM	4.0000000		4.00

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]					12.00	4.00			16.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00	12.00	4.00			132.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Shyanne Cushman*
Employee Signature

X _____
Supervisor Signature

DC 34.0
Sewer 1.0
Water 1.0

Time Distribution

- Monday** Utility Payments (30 min)
Dog Licenses
Park & Rec Meeting
Library Activities
Social Posting
- Tuesday** Election (6:30am-1:30pm)
Social Posting
- Wednesday** Social Posting
Park & Rec Agenda, Meeting
Utilities/Utility Deferred Payment Letter (30 min)
- Thursday** Utility Payments (30 min)
Social Posting
Website Updating
Home Talent Posting
- Friday** (Half Day)
Utility Payments (30 min)
Park & Rec Meeting
Social Posting

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/16/2024

04/08/2024 - 04/14/2024 [7 days]


Report Time: 11:09:17 AM

AD004 [CUSHMAN, SHYANNE]					
Employee ID	AD004	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/08/2024 Mon	511 [CW]	07:57AM	12:43PM	4.7500000		8.00
	511 [CW]	01:13PM	04:31PM	3.2500000		
04/09/2024 Tue	511 [CW]	07:58AM	12:01PM	4.0000000		8.00
	511 [CW]	12:32PM	04:30PM	4.0000000		
04/10/2024 Wed	511 [CW]	07:58AM	12:00PM	4.0000000		4.00
04/11/2024 Thu	511 [CW]	08:03AM	11:51AM	3.7500000		8.00
	511 [CW]	12:20PM	04:31PM	4.2500000		
04/12/2024 Fri	511 [CW]	08:00AM*	11:29AM*	3.5000000		8.00
	511 [CW]	11:59AM*	04:30PM*	4.5000000		

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]									16.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					132.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

DC - 30.5
 Sewer - 2.75
 Water - 2.75



Time Distribution

- Monday** Utility Payments (1 hour)
Burn Permits
Library Activities
Park & Rec Meeting
Social Posting
- Tuesday** Utility Payments (1 hour)
Social Posting
Park & Rec Meeting
- Wednesday** (Half Day)
Social Posting
Park & Rec Agenda, Meeting
Utility Payments/Final Read/Ebill (2 hours)
Burn permits
- Thursday** Utility Payments (30 min)
Social Posting/Data
Burn Permit
Meeting for Grant planning (1 hour)
Park & Rec Agenda, Meeting
- Friday** Utility Payments (1 hour)
Park & Rec Agenda, Meeting
Social Posting
Dog Licenses

Employee Timecard - LPHELAN-07/27/2015

04/01/2024 - 04/07/2024 [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
04/01/2024 Mon	401 [STW]	08:09AM	11:51AM	3.5000000		3.50
04/02/2024 Tue	401 [STW]	08:05AM	12:06PM	4.0000000		
	401 [STW]	02:51PM	06:46PM	4.0000000		8.00
04/03/2024 Wed	401 [STW]	06:37AM	11:40AM	5.2500000		5.25
04/04/2024 Thu	401 [STW]	08:04AM	12:00PM	4.0000000		4.00
04/05/2024 Fri	401 [STW]	08:04AM	11:01AM	3.0000000		3.00

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]	23.75		23.75					
TOTALS		23.75		23.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
 Employee Signature

x _____
 Supervisor Signature

Mon 4/1 Put up pickleball net, sweep hallways, painted room 205 ✓
 Tues 4/2 Painted in room 205, Plowed snow
 Wed 4/3 Plowed snow
 Thurs 4/4 Preped walls for painting & removed tape in 205
 Fri 4/5 Replaced soap dispensers in Mens Bathroom
 Painted room 205

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/16/2024

04/08/2024 - 04/14/2024 [7 days]

Report Time: 11:09:17 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/08/2024 Mon	401 [STW]	08:05AM	12:00PM	4.0000000		4.00
04/09/2024 Tue	401 [STW]	07:55AM	12:15PM	4.2500000		4.25
04/10/2024 Wed	401 [STW]	07:58AM	12:51PM	4.7500000		4.75
04/11/2024 Thu	401 [STW]	08:00AM	12:14PM	4.2500000		4.25
04/12/2024 Fri	401 [STW]	08:09AM	11:10AM	3.0000000		3.00

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	20.25		20.25					
TOTALS		20.25		20.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harold Johnson*
Employee Signature

X _____
Supervisor Signature

Mon 4/8 Painted room 205
Tues 4/9 Showed Caris Smith rooms for her lumber shop
Painted in room 205, Picked up Tree branches
wed 4/10 Stained picnic tables at Park, showed pot/pk
building to truck driver for removal
Thurs 4/11 Finished painting room 205
Fri 4/12 Cleaned room 205, trimmed gutter extension
for park

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/09/2024

04/01/2024 - 04/07/2024 [7 days]

Report Time: 8:30:23 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	Reg Hrs	OT Hrs	Daily Total
04/01/2024 Mon	301 [SEW]	06:53AM	11:54AM	5.0000000		
	301 [SEW]	12:29PM	03:28PM	3.0000000		8.00
04/02/2024 Tue	301 [SEW]	06:55AM	11:58AM	5.0000000		
	301 [SEW]	12:26PM	08:34PM	8.0000000		13.00
04/03/2024 Wed	301 [SEW]	05:45AM*	10:54AM	5.2500000		5.25
04/04/2024 Thu	301 [SEW]	06:54AM	11:56AM	5.0000000		
	301 [SEW]	12:28PM	03:26PM	3.0000000		8.00
04/05/2024 Fri	301 [SEW]	06:54AM	11:54AM	5.0000000		5.00

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									68.00
3 [SICK]					2.00	4.00			6.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	39.25		39.25					
TOTALS		39.25		39.25	2.00	4.00			82.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 4-1-2024

Monday 4-1-2024

✓ Daily Labs at WWTP 2 Hours

Went through sludge pumping system and pumped sludge and observed the results 6 Hours

Tuesday 4-2-2024:

✓ Daily Labs at WWTP 2 Hours

Troubleshoot portable generator 2 Hours, Plowing 9 Hours

Wednesday 4-3-2024

✓ Daily Labs at WWTP 2 Hours

Plowed 3.25 Hours

Thursday: 4-4-2024:

✓ Daily Labs at WWTP 2 Hours

Cleaned skimmers at WWTP 2 Hours, pumped sludge 4 Hours.

Friday 4-5-2024: Daily Labs at WWTP 2 Hours

✓ Troubleshoot wiring and test ran portable generator on both lift stations 3 Hours.

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/16/2024

04/08/2024 - 04/14/2024 [7 days]

Report Time: 11:09:17 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	Reg Hrs	OT Hrs	Daily Total
04/08/2024 Mon	301 [SEW]	06:58AM	12:00PM	5.0000000		8.00
	301 [SEW]	12:28PM	03:28PM	3.0000000		
04/09/2024 Tue	301 [SEW]	06:58AM	12:22PM	5.2500000		10.25
	301 [SEW]	12:41PM	03:27PM	2.7500000		
04/10/2024 Wed	301 [SEW]	06:55PM	09:14PM	2.2500000		8.00
	301 [SEW]	06:54AM	12:23PM	5.5000000		
04/11/2024 Thu	301 [SEW]	12:45PM	03:24PM	2.5000000		8.00
	301 [SEW]	06:55AM	11:50AM	4.7500000		
04/12/2024 Fri	301 [SEW]	12:12PM	03:25PM	3.2500000		8.00
	301 [SEW]	06:54AM	11:53AM	5.0000000		

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									68.00
3 [SICK]									6.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	39.25		39.25					
TOTALS		39.25		39.25					82.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Dale Peterson Weekly Work Log 4-8-2024

Monday 4-8-2024

Daily Labs at WWTP 2 Hours

✓ Attempted to identify sources of high Influent 4 Hours, Repaired exhaust fan on Well 2 building 1 Hour, Pumped sludge at WWTP 1 Hour

Tuesday 4-9-2024:

Daily Labs at WWTP 2 Hours

✓ Finished repairs on vent fan at Well 2 1 Hour, Troubleshoot and cleaned influent screen 3 Hours, Pumped sludge 2 Hours. Board Meeting 2.25 Hours

Wednesday 4-10-2024:

Daily Labs at WWTP 2 Hours

✓ Had difficulty getting brush pile to ignite and it was pretty large 2 Hours, Cleaning and prepping the UV trough for seasonal disinfection 3 Hours, Pumped sludge 1 Hour.

Thursday: 4-11-2024:

Daily Labs at WWTP 2 Hours

✓ Drained clarifier A and clean skimmers and intake piping of hair and garbage material 6 Hours.

Friday 4-12-2024:

Daily Labs at WWTP 2 Hours

✓ Cleaned intake screen in blower room 2 Hours, Cleaned clarifier and skimmers 1 Hour

Weekly Work Log April 1 – April 2024 7 Braden Losby

Monday April 1 2024:

Daily rounds. – 2 hours

Attempting to burb brush. – 2 hours

✓ Brush pickup. – 1 hour

✓ Looking over park project progress. – 1 hour

Pumping sludge. – 2 hours

Tuesday April 2 2024:

✓ Daily rounds. – 2 hours

Snow plowing. – 11 hours

Wednesday April 3 2024:

✓ Daily rounds. – 2 hours

✓ Plowing. – 4 hours

Thursday April 4 2024:

Daily rounds. – 2 hours

✓ Getting salt out of baby dump. – 2 hours

✓ Investigating roof leak at school. – 1 hour

Water and wastewater reports. – 3 hours

Friday April 5 2024:

✓ Daily rounds. – 2 hours

Working on generator and testing it on lift stations. – 3 hours

Saturday April 6 2024:

✓ Weekend rounds. – 2 hours

Sunday April 7 2024:

Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/17/2024

04/08/2024 - 04/14/2024 [7 days]

Report Time: 8:50:36 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	Reg Hrs	OT Hrs	Daily Total
04/08/2024 Mon	401 [STW]	06:55AM	12:03PM	5.0000000		
	401 [STW]	12:32PM	03:31PM	3.0000000		8.00
04/09/2024 Tue	401 [STW]	06:55AM	11:56AM	5.0000000		
	401 [STW]	12:33PM	03:32PM	3.0000000		
	401 [STW]	07:00PM	09:25PM	2.5000000		10.50
04/10/2024 Wed	401 [STW]	06:55AM	12:20PM	5.2500000		
	401 [STW]	12:52PM	04:17PM	3.5000000		8.75
04/11/2024 Thu	401 [STW]	06:56AM	11:54AM	5.0000000		
	401 [STW]	12:31PM	03:37PM	3.0000000		8.00
04/12/2024 Fri	401 [STW]	06:55AM	12:01PM	4.7500000	0.2500000	5.00
04/13/2024 Sat	401 [STW]	08:35AM	10:35AM*		2.0000000	2.00
04/14/2024 Sun	401 [STW]	10:26AM	12:26PM*		2.0000000	2.00

Summary - SP003 [LOSBY, BRADEN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									46.25
3 [SICK]									35.75
6 [FH]									8.00
7 [BREV]									
401 [STW]	1[UNUSED]	40.00	4.25	44.25					
TOTALS		40.00	4.25	44.25					90.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL

Employee Signature

x 

Supervisor Signature

Monday April 8 2024:

Daily rounds. – 2 hours

✓ Looking into INI issue. – 3 hours

✓ Repairing vent fan on well 2. – 3 hours

Tuesday April 9 2024:

Daily rounds. – 2 hours

✓ Street sweeping. – 6 hours

Wednesday April 10 2024:

✓ Daily rounds. – 2 hours

✓ Burning brush. – 7 hours

Thursday April 11 2024:

Daily rounds. – 2 hours

✓ Cleaning clarifier A side. – 4 hours

Installing uv lights at wwtp. – 2 hours

Friday April 12 2024:

✓ Daily rounds. – 2 hours

Cleaning clarifier b side and skimmers. – 3 hours

Saturday April 13 2024:

✓ Weekend rounds. – 2 hours

Sunday April 14 2024:

✓ Weekend rounds. – 2 hours

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

Report Date: 04/18/2024

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

Report Time: 10:54:52 AM

04/01/2024 - 04/14/2024 [14 days]

Employee	Police Wages	Reg Hours	Police Phone 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]		79.25	1.00	-0.25					9.00	89.00
PD [Police] Total:		79.25	1.00	-0.25	0.00	0.00	0.00	0.00	9.00	89.00
Head Count:										1
1 [Village of Ridgeway] Total:		79.25	1.00	-0.25	0.00	0.00	0.00	0.00	9.00	89.00
Head Count:										1
Grand Total:		79.25	1.00	-0.25	0.00	0.00	0.00	0.00	9.00	89.00
Head Count:										1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/09/2024

04/01/2024 - 04/07/2024 [7 days]


Report Time: 8:30:23 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
04/01/2024 Mon	201 [POW]	01:00PM*	12:10AM	11.2500000		11.25
04/02/2024 Tue	205 [POP]	12:00PM*	01:00PM*	1.0000000		
	201 [POW]	04:30PM*	12:35AM	8.0000000		9.00
04/03/2024 Wed	201 [POW]	04:07PM	12:48AM	8.7500000		8.75
04/04/2024 Thu	201 [POW]	10:30AM*	11:59PM	13.5000000		13.50
04/06/2024 Sat	201 [POW]	07:30PM*	12:47AM*	5.2500000		5.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									127.25
3 [SICK]					157.00	4.00			161.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	46.75		46.75					
205 [POP]	1[UNUSED]	1.00		1.00					
TOTALS		47.75		47.75	157.00	4.00			296.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/16/2024

04/08/2024 - 04/14/2024 [7 days]

Report Time: 11:09:17 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/08/2024 Mon	201 [POW]	01:39PM	11:27PM	9.7500000		9.75
04/09/2024 Tue	201 [POW]	03:52PM	12:21AM	8.5000000		8.50
04/10/2024 Wed	206 [POG]	10:00AM*	07:00PM*	9.0000000		
	205 [POP]	07:00PM*	10:00PM*	3.0000000		12.00
04/11/2024 Thu	205 [POP]	11:00AM*	12:00PM*	1.0000000		1.00
04/12/2024 Fri	205 [POP]	12:00PM*	02:00PM*	2.0000000		2.00
04/13/2024 Sat	201 [POW]	05:30PM*	01:48AM*	8.2500000		8.25
04/14/2024 Sun	208 [PADJ]			-0.2500000		-0.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									127.25
3 [SICK]									161.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	26.50		26.50					
205 [POP]	1[UNUSED]	6.00		6.00					
206 [POG]	1[UNUSED]	9.00		9.00					
208 [PADJ]	1[UNUSED]	-0.25		-0.25					
TOTALS		41.25		41.25					296.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature