

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

Report Date: 05/01/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:44:06 PM

04/15/2024 - 04/28/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	26.50 ✓	0.00	26.50
AD [General Admin]	503[TRS]	4.00 ✓	0.00	4.00
AD [General Admin]	511[CW]	39.50 ✓	0.00	39.50
SE [Sewer]	305[SADW]	1.75 ✓	0.00	1.75
WA [Water]	605[WADW]	1.75 ✓	0.00	1.75
AD001 [PHELAN, LORI L] Total:		73.50	0.00	73.50 ✓
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	59.75 ✓	0.00	59.75
SE [Sewer]	305[SADW]	6.25 ✓	0.00	6.25
WA [Water]	605[WADW]	6.00 ✓	0.00	6.00
AD004 [CUSHMAN, SHYANNE] Total:		72.00	0.00	72.00 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	17.50 ✓	0.00	17.50
PA [Parks]	101[PAW]	8.00 ✓	0.00	8.00
ST [Streets]	401[STW]	15.00 ✓	0.00	15.00
PW003 [JOHNSON, HARRY] Total:		40.50	0.00	40.50 ✓
Employee: PW005 [PETERSON, DALE]				
SE [Sewer]	301[SEW]	39.75 ✓	0.00	39.75
SE [Sewer]	304[SEV]	4.00 ✓	0.00	4.00
WA [Water]	601[WAW]	31.50 ✓	0.00	31.50
WA [Water]	604[WAV]	4.00 ✓	0.00	4.00
PW005 [PETERSON, DALE] Total:		79.25	0.00	79.25 ✓
Employee: SP003 [LOSBY, BRADEN]				
PA [Parks]	101[PAW]	8.00 ✓	0.00	8.00
SE [Sewer]	301[SEW]	21.75 ✓	2.75 ✓	24.50
ST [Streets]	401[STW]	24.00 ✓	0.50 ✓	24.50
WA [Water]	601[WAW]	26.25 ✓	2.75 ✓	29.00
SP003 [LOSBY, BRADEN] Total:		80.00	6.00	86.00 ✓
Grand Totals:		345.25	6.00	351.25

END OF REPORT

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

V 1322-1327

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/22/2024

04/15/2024 - 04/21/2024 [7 days]

Report Time: 9:03:04 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
04/15/2024 Mon	503 [TRS]			4.0000000		4.00
04/16/2024 Tue	501 [TRW]	08:01AM	01:39PM	5.7500000		8.00
	501 [TRW]	02:19PM	04:30PM	2.2500000		
04/17/2024 Wed	501 [TRW]	07:59AM	11:38AM	3.7500000		8.25
	501 [TRW]	12:13PM	04:40PM	4.5000000		
04/18/2024 Thu	501 [TRW]	08:02AM	12:27PM	4.5000000		7.75
	501 [TRW]	01:09PM	04:34PM	3.2500000		
04/19/2024 Fri	501 [TRW]	07:58AM	11:39AM	3.7500000		8.50
	501 [TRW]	12:11PM	05:03PM	4.7500000		

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		4.00		4.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	32.50		32.50					
503 [TRS]	1[UNUSED]	4.00		4.00					
TOTALS		36.50		36.50	8.00		4.00		108.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Time Distribution Work Log Week of April 15-19, 2024

Monday

- Out all day - 4 hrs sick, ½ day

Tuesday

- Emails
- Print/Distribute timesheets for review
- ACH Utility payments
 - Create ACH files (w/Shyanne)
 - Upload ACH files to FSB
- Vendor invoices ACH/AUTOPay
- Research ATC payments

Wednesday

- Leary CSM
- DNR Burn Permit
- Vendor payments-ACH
- Emails
- Allocate Timesheets

Thursday

- Complete Utility ACH in WH w/Shyanne
- Bank Deposit
- Process payroll
- Submit and pay 941 & W6
- BOT Meeting minutes drafted and posted
- Update Fee Schedule
- Update Amended Ord 10.08

Friday

- Prepare Plan Commission Meeting Agenda
 - Send to MC for review
- Emails
- Prepare & submit WRS Reconciliation
- Work with Bruce Gardiner and DOR submission PA-551
- Submit 2024 PC-226, Tax Exempt Properties

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/29/2024

04/22/2024 - 04/28/2024 [7 days]

Report Time: 10:00:34 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
04/22/2024 Mon	501 [TRW]	08:00AM	12:39PM	4.7500000		7.25
	501 [TRW]	02:04PM	04:29PM	2.5000000		
04/23/2024 Tue	501 [TRW]	08:03AM	01:40PM	5.7500000		8.00
	501 [TRW]	02:18PM	04:29PM	2.2500000		
04/24/2024 Wed	501 [TRW]	08:01AM	04:03PM	8.0000000		10.00
	501 [TRW]	05:57PM	07:55PM	2.0000000		
04/25/2024 Thu	501 [TRW]	08:01AM	12:07PM	4.0000000		4.00
04/26/2024 Fri	501 [TRW]	07:59AM	11:10AM	3.2500000		7.75
	501 [TRW]	12:01PM	04:37PM	4.5000000		

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									96.00
3 [SICK]									4.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	37.00		37.00					
TOTALS		37.00		37.00					108.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Time Distribution Work Log Week of April 22-26, 2024

Monday

- Emails
- Credit card & invoice entry
- Resident Zoning/Variance ??
- ATC follow-up
- Allocate Timesheets
- Receive CSM, add to BOT Meeting Agenda

Tuesday

- Emails
- Zoning-Clarify height requirements with inspector. No variance needed.
- Prepare documentation for DNR Grant Reimbursement submission
- Plan Commission Meeting agenda posted and sent to members, notifications sent
- Prepare and post Ordinance 10.08 amendment notice
- Post updated Fee Schedule Resolution
- Past Due Notices w/Shy-1 hr
- Bank deposit

Wednesday

- Emails
- 10 Day Disconnects w/Shy, No water/sewer inquiry to Clerks List and PSC-1.5 hrs
- EE files updated
- Prepare necessary forms for new Trustee and Commission Member
- Prepare for PC Public Hearing and Meeting
- CSM search-Kuschel
- Plan Commission Public Hearing and Meeting

Thursday

- Complete SA Letter and prepare invoice
 - Email to title company
- Prepare DRAFT Plan Commission Hearing Minutes
- Half day

Friday

- Emails
- Meet w/Michele & Shyanne-Grants/Park Projects
- Agenda items BOT Meeting
- Prepare DRAFT Plan Commission Regular Meeting Minutes
- Bank deposit

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/22/2024

04/15/2024 - 04/21/2024 [7 days]

Report Time: 10:43:25 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/15/2024 Mon	511 [CW]	07:59AM	12:24PM	4.5000000		8.00
	511 [CW]	12:54PM*	04:30PM	3.5000000		
04/16/2024 Tue	511 [CW]	07:58AM	12:04PM	4.0000000		11.25
	511 [CW]	12:33PM	04:30PM	4.0000000		
	511 [CW]	05:59PM	09:09PM	3.2500000		
04/17/2024 Wed	511 [CW]	08:03AM	01:11PM	5.2500000		5.25
04/18/2024 Thu	511 [CW]	08:00AM	03:45PM	7.7500000		7.75
04/19/2024 Fri	511 [CW]	07:58AM	11:45AM	3.7500000		3.75






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

Time Distribution

Monday 	Utility Payments (1 hour) Dog License/Letters Park & Rec Meeting Social Posting Burn Permit Donations tracking
Tuesday 	Utility Payments/ACH (1 hour) Social Posting Donations tracking Park & Rec Planning/Meeting
Wednesday 	(Half Day) Park & Rec Meeting Minutes Helped with BOT Meeting Minutes Utility Payments (15 min) 4th of July Planning
Thursday 	Utility Payments/Interface (1 hour) Social Posting/Events Planning 4th of July Event Planning
Friday 	(Half Day) Utility Payments (30 Min) 4th of July Event Planning

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/29/2024

04/22/2024 - 04/28/2024 [7 days]

Report Time: 10:00:34 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/22/2024 Mon	511 [CW]	07:57AM	12:18PM	4.2500000		8.00
	511 [CW]	12:47PM	04:30PM	3.7500000		
04/23/2024 Tue	511 [CW]	07:59AM	12:10PM	4.2500000		8.00
	511 [CW]	12:39PM	04:30PM	3.7500000		
04/24/2024 Wed	511 [CW]	08:00AM	12:48PM	4.7500000		8.00
	511 [CW]	01:19PM	04:31PM	3.2500000		
04/25/2024 Thu	511 [CW]	07:59AM	11:30AM	3.5000000		8.00
	511 [CW]	12:00PM	04:30PM	4.5000000		
04/26/2024 Fri	511 [CW]	08:02AM	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]									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

Time Distribution

- ✓ **Monday** Utility Payments (45 min)
4th of July Planning
Dog License

- ✓ **Tuesday** Utility Payments / Update Trimble / Late Fees (1 hour)
Park & Rec Planning/Meeting
Social Posting
Dog License

- ✓ **Wednesday** Utility Billing/Payments/Disconnect Notices (2 hour)
Social Posting
4th of July Planning

- Thursday** 4th of July Event Planning
Social Posting
✓ Utility Billing (4 hour)
Dog License

- Friday** (Half Day)
✓ Utility Billing (1 hour)
4th of July Event Planning
DNR/Vibrant Spaces Grant Meeting (1 hour)
Park & Rec Planning/Meeting

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/22/2024

04/15/2024 - 04/21/2024 [7 days]

Report Time: 9:03:04 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
04/15/2024 Mon	611 [FMW]	08:09AM	01:10PM	5.0000000		5.00
04/16/2024 Tue	611 [FMW]	08:05AM	12:20PM	4.2500000		4.25
04/17/2024 Wed	611 [FMW]	08:04AM	12:07PM	4.0000000		4.00
04/18/2024 Thu	611 [FMW]	08:00AM	11:46AM	3.7500000		3.75
04/19/2024 Fri	611 [FMW]	07:58AM	11:31AM	3.5000000		3.50

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
611 [FMW]	1[UNUSED]	20.50		20.50					
TOTALS		20.50		20.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X _____
Supervisor Signature

Mon 4/15 Helped Brayden arrange green shed for summer storage, Moved both ball fields & behind RCC
Tues 4/16 Trained branches behind RCC, dragged both ball fields
Wed 4/17 Put up coat rack in room 205, started staining benches for cardinal way poked
Thurs 4/18 Cleared shelves in golden room, removed shelf in back area off golden room
Fri 4/19 Mopped hallways & bathrooms, cleaned bath rooms Emptyed garbage

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
04/22/2024 Mon	401 [STW]	08:09AM	12:40PM	4.5000000		4.50
04/24/2024 Wed	401 [STW]	08:05AM	01:19PM	5.2500000		5.25
04/25/2024 Thu	401 [STW]	08:02AM	01:57PM	6.0000000		6.00
04/26/2024 Fri	401 [STW]	08:05AM	12:12PM	4.2500000		4.25

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]	20.00		20.00					
TOTALS		20.00		20.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson
Employee Signature

X _____
Supervisor Signature

Mon 4/22 Mowed RCE lawn, Mowed along HHH + Village strip
 Wed 4/24 Mowed both ballfields, Mowed across from Badger Mart, Pitches on HHH, around outside of dog park + green shed
 Thurs 4/25 Weeded ground RCE, picked up tree branches around Village, Mowed Well #1 Lawn, Mowed cemetery + Volley ball area
 Fri 4/26 Water sealed benches for cardinal pond, helped Bradyn put salt in green shed

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/22/2024

04/15/2024 - 04/21/2024 [7 days]

Report Time: 9:03:04 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
04/15/2024 Mon	301 [SEW]	06:58AM	12:16PM	5.2500000		8.50
	301 [SEW]	12:40PM*	04:02PM*	3.2500000		
04/16/2024 Tue	301 [SEW]	06:30AM	12:12PM	5.7500000		8.00
	301 [SEW]	12:44PM	02:53PM	2.2500000		
04/17/2024 Wed	301 [SEW]	06:43AM	11:00AM*	4.2500000		8.25
	301 [SEW]	11:30AM*	03:25PM	4.0000000		
04/18/2024 Thu	301 [SEW]	06:22AM	03:23PM	9.2500000		9.25
04/19/2024 Fri	301 [SEW]	06:25AM	11:54AM	5.5000000		5.50

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]	39.50		39.50					
TOTALS		39.50		39.50					82.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 4-15-2024

Monday 4-15-2024

Daily Labs at WWTP 2 Hours

✓ The Village experienced a power outage sometime Sunday night which made the PLC in the water tower lose its program. After several attempts at trying to restart it, LW Allen came on site and reinstalled the program 4 Hours, Prepped Well 1 for drawdown and inspection 2 Hours.

Tuesday 4-16-2024:

Daily Labs at WWTP 2 Hours

✓ Assisted inspection company of Well 1, 4 Hours, Cleaning skimmers and clarifiers 2 Hours.

Wednesday 4-17-2024:

Daily Labs at WWTP 2 Hours

✓ Chlorinated and refilled Well 1 Reservoir after drain down inspection 4 Hours, Repaired Effluent sampler and tubing 2 Hours.

Thursday: 4-18-2024:

Daily Labs at WWTP 2 Hours

✓ Set up and took 1st safe sample for Well 1 Reservoir 1 Hour, Troubleshot and researched issues with DO probe and ordered replacement cap 5 Hours.

Friday 4-19-2024:

Daily Labs at WWTP 2 Hours

✓ Took last safe sample for Well 1 Reservoir 1 Hour, Adjusted wasting and ran adjacent cycles 2.5 Hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/29/2024

04/22/2024 - 04/28/2024 [7 days]

Report Time: 10:00:34 AM

PW005 [PETERSON, DALE]			
Employee ID	PW005	DEPT(G2)	PW
Pay Type	3	Last Name	PETERSON
		Pay Policy	300
		First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/22/2024 Mon	301 [SEW]	06:55AM	11:43AM	4.7500000		8.00
	301 [SEW]	12:07PM	03:26PM	3.2500000		
04/23/2024 Tue	301 [SEW]	06:28AM	10:55AM	4.5000000		7.75
	301 [SEW]	12:22PM	03:24PM	3.2500000		
04/24/2024 Wed	304 [SEV]			4.0000000		9.00
	301 [SEW]	06:46PM	07:38PM	1.0000000		
	604 [WAV]			4.0000000		
04/25/2024 Thu	301 [SEW]	06:35AM	12:00PM*	5.5000000		9.25
	301 [SEW]	12:00PM*	03:45PM*	3.7500000		
04/26/2024 Fri	301 [SEW]	06:35AM	12:14PM	5.7500000		5.75

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		8.00		60.00
3 [SICK]									6.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	31.75		31.75					
304 [SEV]	1[UNUSED]	4.00		4.00					
604 [WAV]	1[UNUSED]	4.00		4.00					
TOTALS		39.75		39.75	68.00		8.00		74.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 4-22-2024

Monday 4-22-2024

Daily Labs at WWTP 2 Hours

✓ Checked and cleaned storm sewer basin and line from Main to Cretney 4 Hours, Put Well 1 back in service following Drain down inspection 2 Hours..

Tuesday 4-23-2024:

Daily Labs at WWTP 2 Hours

Met with WRWA representative toured the WWTP and discussed upcoming training opportunities 1.5 Hours, Troubleshoot and adjusted wasting cycles and tested for results 3 Hours.

Wednesday 4-24-2024:

✓ 8 Hours Vacation

1 Hour Plan Commission Meeting

Thursday: 4-25-2024:

✓ Daily Labs at WWTP 2 Hours

Troubleshoot and installed new DO probe cap 4 Hours, pumped sludge 2 Hours.

Friday 4-26-2024:

✓ Daily Labs at WWTP 2 Hours

Took last safe sample for Well 1 Reservoir 1 Hour, Adjusted wasting and ran adjacent cycles 2.5 Hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/22/2024

04/15/2024 - 04/21/2024 [7 days]

Report Time: 9:03:04 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	Reg Hrs	OT Hrs	Daily Total
04/15/2024 Mon	401 [STW]	06:55AM	11:54AM	5.0000000		8.25
	401 [STW]	12:29PM	03:46PM	3.2500000		
04/16/2024 Tue	401 [STW]	06:55AM	12:06PM	5.0000000		10.25
	401 [STW]	12:33PM	03:34PM	3.0000000		
	401 [STW]	06:28PM	08:41PM	2.2500000		
04/17/2024 Wed	401 [STW]	06:55AM	10:49AM	3.7500000		8.00
	401 [STW]	11:21AM	03:32PM	4.2500000		
04/18/2024 Thu	401 [STW]	06:25AM	03:31PM	9.0000000		9.00
04/19/2024 Fri	401 [STW]	06:55AM	12:05PM	4.5000000	0.5000000	5.00
04/20/2024 Sat	401 [STW]	10:11AM	12:11PM*		2.0000000	2.00
04/21/2024 Sun	401 [STW]	10:51AM	12:51PM*		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	4.50	44.50					
TOTALS		40.00	4.50	44.50					90.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 

Employee Signature

x 

Supervisor Signature

Monday April 15 2024:

Daily rounds. – 2 hours – Water/Sewer

Draining well 1. – 2 hours - Water

✓ Working on water tower issue. – 2 hours - Water

Getting salt out of paterbilt and putting in in green shed. – 2 hours - Streets

Tuesday April 16 2024:

Daily rounds. – 2 hours – Water/Sewer

Draining and working on well 1. – 4 hours - Water

✓ Cleaning shop floor. – 2 hours - Streets

Park and rec meeting. – 2 hours - Parks

Wednesday April 17 2024:

Daily rounds. – 2 hours – Water/Sewer

Refilling well 1. – 1 hours - Water

✓ Farm and fleet run. – 1 hour - Water

Cleaning storm drains. – 2 hours - Streets

Raking mulch at park and looking over bathrooms. – 2 hours - Parks

Thursday April 18 2024:

✓ Daily rounds. – 2 hours – Water/Sewer

Working on vac trailer. – 6 hours - Streets

Friday April 19 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Running to Lv labs to drop off well 1 sample. – 2 hours - Water

Cleaning storm drains. – 1 hour - Streets

Saturday April 20 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Sunday April 21 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/29/2024

04/22/2024 - 04/28/2024 [7 days]

Report Time: 10:00:34 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	Reg Hrs	OT Hrs	Daily Total
04/22/2024 Mon	401 [STW]	06:55AM	11:40AM	4.7500000		8.00
	401 [STW]	12:15PM	03:30PM	3.2500000		
04/23/2024 Tue	401 [STW]	06:55AM	11:34AM	4.5000000		8.00
	401 [STW]	12:00PM	03:32PM	3.5000000		
04/24/2024 Wed	401 [STW]	06:54AM	11:45AM	4.7500000		8.00
	401 [STW]	12:17PM	03:35PM	3.2500000		
04/25/2024 Thu	401 [STW]	06:55AM	12:12PM	5.2500000		7.50
	401 [STW]	12:53PM	03:19PM	2.2500000		
04/26/2024 Fri	401 [STW]	06:55AM	01:00PM	6.0000000		6.00
04/27/2024 Sat	301 [SEW]	10:50AM	12:50PM*	2.0000000		2.00
04/28/2024 Sun	601 [WAW]	10:22AM	12:22PM*	0.5000000	1.5000000	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]									
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	37.50		37.50					
601 [WAW]	1[UNUSED]	0.50	1.50	2.00					
TOTALS		40.00	1.50	41.50					90.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X 
Supervisor Signature

Monday April 22 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Cleaning storm sewers. – 3 hours – Streets

Mowing. – 3 hours. - parks

Tuesday April 23 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Mowing sewer plant. – 2 hours – Sewer

✓ Leveling out driveway at sewer plant. – 2 hours – Sewer

Meeting with rural water rep. – 2 hours - Sewer

Wednesday April 24 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Reading meters. – 2 hours – Water

✓ Hanging out disconnects. – 1 hour – Water

Filling in pond. – 3 hours - Streets

Thursday April 25 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Cleaning clarifiers. – 3 hours – Sewer

Running well 1 sample to speede. – 1 hour – Water

Working on DO probe. – 2 hours - Sewer

Friday April 26 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Putting away salter from baby dump. – 1 hour – Streets

Looking into water fountain issue. – 1 hour – Parks

Filling in pond. – 2 hours - Streets

Saturday April 27 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Sunday April 28 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

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

Report Date: 05/01/2024

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

Report Time: 1:45:29 PM

04/15/2024 - 04/28/2024 [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]		39.50		31.50	-7.00				16.00			3.00	83.00
PD [Police] Total:		39.50		31.50	-7.00	0.00	0.00		16.00	0.00		3.00	83.00
Head Count:													1
1 [Village of Ridgeway] Total:		39.50		31.50	-7.00	0.00	0.00		16.00	0.00		3.00	83.00
Head Count:													1
Grand Total:		39.50		31.50	-7.00	0.00	0.00		16.00	0.00		3.00	83.00
Head Count:													1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/22/2024

04/15/2024 - 04/21/2024 [7 days]

Report Time: 9:03:04 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
04/15/2024 Mon	201 [POW]	10:44AM	12:12PM	1.5000000		
	201 [POW]	04:00PM*	09:00PM*	5.0000000		6.50
04/16/2024 Tue	204 [POV]			8.0000000		8.00
04/17/2024 Wed	204 [POV]			8.0000000		8.00
04/18/2024 Thu	205 [POP]	04:00PM*	06:00PM*	2.0000000		2.00
04/19/2024 Fri	205 [POP]	03:00PM*	12:30AM*	9.5000000		9.50
04/20/2024 Sat	205 [POP]	05:00PM*	12:30AM*	7.5000000		7.50

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		16.00		111.25
3 [SICK]									161.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	6.50		6.50					
204 [POV]	1[UNUSED]	16.00		16.00					
205 [POP]	1[UNUSED]	19.00		19.00					
TOTALS		41.50		41.50	127.25		16.00		280.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 04/29/2024

04/22/2024 - 04/28/2024 [7 days]

Report Time: 2:35:52 PM

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
04/22/2024 Mon	201 [POW]	01:07PM	05:30PM*	4.5000000		4.50
04/24/2024 Wed	205 [POP]	11:30AM*	12:00AM*	12.5000000		12.50
04/25/2024 Thu	201 [POW]	03:22PM	01:24AM	10.2500000		10.25
04/26/2024 Fri	201 [POW]	01:55PM	12:31AM	10.5000000		10.50
04/27/2024 Sat	201 [POW]	05:00PM*	12:45AM*	7.7500000		7.75
04/28/2024 Sun	206 [POG]	03:30PM*	06:30PM*	3.0000000		
	208 [PADJ]			-7.0000000		-4.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									111.25
3 [SICK]									161.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	33.00		33.00					
205 [POP]	1[UNUSED]	12.50		12.50					
206 [POG]	1[UNUSED]	3.00		3.00					
208 [PADJ]	1[UNUSED]	-7.00		-7.00					
TOTALS		41.50		41.50					280.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature