

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

Report Date: 03/24/2025

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

Report Time: 4:37:03 PM

03/03/2025 - 03/16/2025 [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
<b>LOC: 1 [Village of Ridgeway]</b>											
<b>DEPT: PD [Police]</b>											
GORHAM, MICHAEL [PD011]			55.00				9.00	16.00			80.00
<b>PD [Police] Total:</b>		0.00	55.00	0.00	0.00	0.00	9.00	16.00		0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		0.00	55.00	0.00	0.00	0.00	9.00	16.00		0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>Grand Total:</b>		0.00	55.00	0.00	0.00	0.00	9.00	16.00		0.00	80.00
<b>Head Count:</b>											<b>1</b>

**END OF REPORT**

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

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/10/2025

03/03/2025 - 03/09/2025 [7 days]

Report Time: 8:25:31 AM

**PD011 [GORHAM, MICHAEL]**

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

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/03/2025 Mon	205 [POP]	03:00PM*	12:00AM*	9.0000000		9.00
03/04/2025 Tue	203 [POS]			8.0000000		8.00
03/05/2025 Wed	203 [POS]			8.0000000		8.00
03/06/2025 Thu	205 [POP]	03:00PM*	11:00PM*	8.0000000		8.00
03/08/2025 Sat	205 [POP]	04:00PM*	02:00AM*	10.0000000		10.00

**Summary - PD011 [GORHAM, MICHAEL]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.25
3 [SICK]					142.00		16.00		126.00
6 [FH]									8.00
203 [POS]	1[UNUSED]	16.00		16.00					
205 [POP]	1[UNUSED]	27.00		27.00					
<b>TOTALS</b>		<b>43.00</b>		<b>43.00</b>	<b>142.00</b>		<b>16.00</b>		<b>294.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_  
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/21/2025

03/10/2025 - 03/16/2025 [7 days]

Report Time: 8:35:35 AM

**PD011 [GORHAM, MICHAEL]**

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

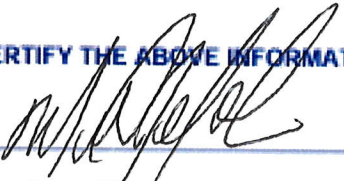
**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/11/2025 Tue	205 [POP]	03:00PM*	12:00AM*	9.000000		9.00
03/12/2025 Wed	205 [POP]	05:00PM*	01:00AM*	8.000000		8.00
03/14/2025 Fri	205 [POP]	03:00PM*	12:00AM*	9.000000		9.00
03/15/2025 Sat	204 [POV]			9.000000		9.00
03/16/2025 Sun	205 [POP]	05:00PM*	07:00PM*	2.000000		2.00
	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]					160.25		9.00		151.25
3 [SICK]									126.00
6 [FH]									8.00
204 [POV]	1[UNUSED]	9.00		9.00					
205 [POP]	1[UNUSED]	28.00		28.00					
208 [PADJ]	1[UNUSED]								
<b>TOTALS</b>		<b>37.00</b>		<b>37.00</b>	<b>160.25</b>		<b>9.00</b>		<b>285.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_  
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

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

Report Date: 03/24/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 5:11:33 PM

03/03/2025 - 03/16/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	43.25	0.00	43.25
AD [General Admin]	504[TRV]	2.00	0.00	2.00
AD [General Admin]	511[CW]	16.75	0.00	16.75
AD [General Admin]	514[CV]	2.00	0.00	2.00
EL [ADMIN-ELECTION]	511[CW]	1.00	0.00	1.00
EL [ADMIN-ELECTION]	551[ECW]	4.25	0.00	4.25
SE [Sewer]	305[SADW]	3.00	0.00	3.00
WA [Water]	605[WADW]	3.00	0.00	3.00
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>75.25</b>	<b>0.00</b>	<b>75.25</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	56.75	0.00	56.75
PA [Parks]	101[PAW]	10.25	0.00	10.25
SE [Sewer]	305[SADW]	4.00	0.00	4.00
WA [Water]	605[WADW]	3.50	0.00	3.50
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>74.50</b>	<b>0.00</b>	<b>74.50</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	27.50	0.00	27.50
PA [Parks]	101[PAW]	2.50	0.00	2.50
ST [Streets]	401[STW]	10.00	0.00	10.00
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>40.00</b>	<b>0.00</b>	<b>40.00</b>
<b>Employee: PW006 [DOESCHER, JERRY]</b>				
SE [Sewer]	301[SEW]	65.50	5.25	70.75
ST [Streets]	401[STW]	3.50	0.00	3.50
WA [Water]	601[WAW]	11.00	4.00	15.00
<b>PW006 [DOESCHER, JERRY] Total:</b>		<b>80.00</b>	<b>9.25</b>	<b>89.25</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	2.50	0.00	2.50
PA [Parks]	101[PAW]	3.00	0.00	3.00
SP [Streets Plowing]	401[STW]	1.00	2.50	3.50
ST [Streets]	401[STW]	73.50	1.50	75.00
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>80.00</b>	<b>4.00</b>	<b>84.00</b>
<b>Grand Totals:</b>		<b>349.75</b>	<b>13.25</b>	<b>363.00</b>

END OF REPORT

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

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/10/2025

03/03/2025 - 03/09/2025 [7 days]

Report Time: 8:08:22 AM

#### AD001 [PHELAN, LORI L]

<b>Employee ID</b>	AD001	<b>DEPT(G2)</b>	AD	<b>Pay Policy</b>	500
<b>Pay Type</b>	3	<b>Last Name</b>	PHELAN	<b>First Name</b>	LORI L

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/03/2025 Mon	501 [TRW]	08:00AM	01:02PM	5.0000000		10.25
	501 [TRW]	01:31PM	04:34PM	3.0000000		
	501 [TRW]	05:45PM	07:53PM	2.2500000		
03/04/2025 Tue	501 [TRW]	08:00AM	12:29PM	4.5000000		8.75
	501 [TRW]	01:00PM	05:08PM	4.2500000		
03/05/2025 Wed	501 [TRW]	07:58AM	09:10AM	1.2500000		7.00
	501 [TRW]	10:39AM	12:42PM	2.0000000		
	501 [TRW]	01:24PM	05:11PM	3.7500000		
03/06/2025 Thu	511 [CW]	07:30AM*	03:30PM*	8.0000000		8.00
03/07/2025 Fri	501 [TRW]	08:01AM	01:12PM	5.2500000		5.25

#### Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									175.50
3 [SICK]									42.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	31.25		31.25					
511 [CW]	1[UNUSED]	8.00		8.00					

<b>TOTALS</b>		<b>39.25</b>		<b>39.25</b>					<b>225.75</b>
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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 Week of March 3-9, 2025

**Monday**

- Print/distribute timesheets
- Election Administration
- Special BOT Meeting
  - Draft Minutes
  - Post approved minutes

**Tuesday**

- Meet w/Dennis DPW phone
- Enter invoices
- Credit card reconciliation
- Process payroll

**Wednesday**

- Bank reconciliations
- Add JD to ETF Insurance
- Correction to MG payroll

**Thursday**

- WMCA Workshop

**Friday**

- Prepare deposit
- To Dodgeville
  - Bank deposit
  - Pick up election materials
- Transfer from HH to GF
- Post Agenda/send notifications

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/10/2025

03/03/2025 - 03/09/2025 [7 days]

Report Time: 8:08:22 AM

#### AD005 [RINIKER, MARJORIE]

<b>Employee ID</b>	AD005	<b>DEPT(G2)</b>	AD	<b>Pay Policy</b>	700
<b>Pay Type</b>	3	<b>Last Name</b>	RINIKER	<b>First Name</b>	MARJORIE

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/03/2025 Mon	701 [ADSW]	07:54AM	01:41PM	5.7500000		8.00
	701 [ADSW]	02:13PM	04:32PM	2.2500000		
03/04/2025 Tue	701 [ADSW]	07:50AM	01:01PM	5.2500000		11.00
	701 [ADSW]	01:33PM	04:30PM	3.0000000		
	701 [ADSW]	06:13PM	09:02PM	2.7500000		
03/05/2025 Wed	701 [ADSW]	07:45AM	03:03PM	7.2500000		7.25
03/06/2025 Thu	701 [ADSW]	07:54AM	12:38PM	4.7500000		6.75
	701 [ADSW]	02:29PM	04:28PM	2.0000000		
03/07/2025 Fri	701 [ADSW]	07:46AM	12:25PM	4.7500000		4.75

#### Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									8.00
701 [ADSW]	1[UNUSED]	37.75		37.75					
<b>TOTALS</b>		<b>37.75</b>		<b>37.75</b>					<b>8.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x May Riniker  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Week of Feb 17 – Feb 21

Monday -

- Utility payments/billing (.5)
- Spent time in library
- Admin/Assist customers
- FB updates

Tuesday -

- assisted customers
- library book of the week/FB
- Utility payments (1 hr)
- Prepped for P&R meeting
- Park & Rec meeting

Wednesday -

- Worked on ideas to promote farmer's market
- Utility payments (1.5 hr)
- Park & Rec meeting minutes
- Park & Rec goals

Thurs -

- Utility pymts (.25 hr)
- Spent time in library
- Park and Rec goals
- Conf call for grants

Fri -

- Admin tasks
- Utility pymts (1/2 hr)
- Entered invoices
- FB posting



Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/10/2025

03/03/2025 - 03/09/2025 [7 days]

Report Time: 8:08:23 AM

<b>PW003 [JOHNSON, HARRY]</b>					
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
03/03/2025 Mon	401 [STW]	07:57AM	12:02PM	4.0000000		4.00
03/04/2025 Tue	401 [STW]	08:03AM	12:10PM	4.2500000		4.25
03/05/2025 Wed	401 [STW]	08:13AM	12:25PM	4.2500000		4.25
03/06/2025 Thu	401 [STW]	08:11AM	12:10PM	4.0000000		4.00
03/07/2025 Fri	401 [STW]	08:08AM	12:06PM	3.7500000		3.75

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]	20.25		20.25					
<b>TOTALS</b>		<b>20.25</b>		<b>20.25</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Mon 3/3 put up pickle ball net, sweep MP room floor, spot painted walls in gym & MP room  
 Tues 3/4 cleaned garage area at WWTP, took things from WWTP to green shed  
 Wed 3/5 filled trucks with salt, salted sidewalks, emptied garbage got easter eggs out of storage  
 Thurs 3/6 cleaned bathrooms, emptied garbage, sweep carpets at south entry  
 Fri 3/7 adjusted brakes on peterbilt, went to Farm & Fleet for paint & supplies, scraped tape from walls at RCE

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/10/2025

03/03/2025 - 03/09/2025 [7 days]

Report Time: 8:25:31 AM

#### PW006 [DOESCHER, JERRY]

<b>Employee ID</b>	PW006	<b>DEPT(G2)</b>	PW	<b>Pay Policy</b>	300
<b>Pay Type</b>	3	<b>Last Name</b>	DOESCHER	<b>First Name</b>	JERRY

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/03/2025 Mon	301 [SEW]	06:32AM	11:30AM	5.000000		9.50
	301 [SEW]	12:04PM	04:33PM	4.500000		
03/04/2025 Tue	301 [SEW]	05:58AM	08:14AM	2.250000		7.75
	301 [SEW]	09:13AM	02:52PM	5.500000		
03/05/2025 Wed	301 [SEW]	05:51AM	02:04PM	8.250000		8.25
03/06/2025 Thu	301 [SEW]	05:54AM	11:00AM	5.000000		
	301 [SEW]	11:20AM	02:21PM	2.750000		7.75
03/07/2025 Fri	301 [SEW]	05:57AM	11:58AM	6.000000		
03/08/2025 Sat	301 [SEW]	06:00AM*	08:00AM*	0.750000	1.250000	2.00
03/09/2025 Sun	601 [WAW]	06:00AM*	08:00AM*		2.000000	2.00

#### Summary - PW006 [DOESCHER, JERRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									120.00
3 [SICK]									4.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	1.25	41.25					
601 [WAW]	1[UNUSED]		2.00	2.00					

<b>TOTALS</b>		<b>40.00</b>	<b>3.25</b>	<b>43.25</b>					<b>132.00</b>
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 

Employee Signature

x \_\_\_\_\_

Supervisor Signature

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/10/2025

03/03/2025 - 03/09/2025 [7 days]

Report Time: 8:08:23 AM

**SP004 [MECKLEY, KEVIN]**

<b>Employee ID</b>	SP004	<b>DEPT(G2)</b>	ST	<b>Pay Policy</b>	400
<b>Pay Type</b>	3	<b>Last Name</b>	MECKLEY	<b>First Name</b>	KEVIN

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/03/2025 Mon	401 [STW]	07:00AM	12:45PM	5.7500000		8.00
	401 [STW]	01:16PM	03:30PM	2.2500000		
03/04/2025 Tue	401 [STW]	07:00AM	01:10PM	6.2500000		10.75
	401 [STW]	01:40PM	03:30PM	1.7500000		
	401 [STW]	06:22PM	08:54PM	2.7500000		
03/05/2025 Wed	401 [STW]	07:00AM	12:50PM	5.7500000		8.00
	401 [STW]	01:20PM	03:30PM	2.2500000		
03/06/2025 Thu	401 [STW]	07:00AM	01:00PM	6.0000000		8.00
	401 [STW]	01:30PM	03:30PM	2.0000000		
03/07/2025 Fri	401 [STW]	07:00AM	12:30PM	5.2500000	0.2500000	8.00
	401 [STW]	01:00PM	03:30PM		2.5000000	

**Summary - SP004 [MECKLEY, KEVIN]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									8.00
401 [STW]	1[UNUSED]	40.00	2.75	42.75					
<b>TOTALS</b>		<b>40.00</b>	<b>2.75</b>	<b>42.75</b>					<b>8.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Monday March 3rd 2025

Took down sound system – 2.5 hours  
Got asphalt cold patch from green shed – 1.5 hours  
Checked all garbage – 1 hour  
Washed skid steer – 1 hour  
Washed plow truck – 2 hours

Tuesday March 4th 2025

Filled hole and cleaned up mud on Well St. – 3 hours  
Hauled brush – 2 hours  
Met with Kevins overhead doors to fix green shed doors – 1 hour  
Worked in the shop – 2 hours  
Park and Rec meeting – 2 hours

Wednesday March 5, 2025

Got plow equipment ready – 3 hours  
Loaded salt – 1 hour  
Salted roads – 2 hours  
Parts run – 1.5 hours

Thursday March 6, 2025

Checked all roads for ice – 1 hour  
Changed garbage and dog stations – 1 hour  
Picked up and hauled brush – 3 hours  
Cleaned up pile of asphalt – 2 hours

Friday March 7, 2025

Loaded salt – 1 hour  
Farm N Fleet run – 1.5 hours  
Cleaned out big plow truck box – 2.5 hours  
Salted roads – 2.5 hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/21/2025

03/10/2025 - 03/16/2025 [7 days]

Report Time: 8:35:35 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
03/10/2025 Mon	501 [TRW]	07:57AM	12:48PM	4.7500000		8.75
	501 [TRW]	01:16PM	05:16PM	4.0000000		
03/11/2025 Tue	501 [TRW]	08:02AM	12:48PM	4.7500000		10.75
	501 [TRW]	02:02PM	05:27PM	3.5000000		
	501 [TRW]	06:32PM	08:58PM	2.5000000		
03/12/2025 Wed	501 [TRW]	08:09AM	12:22PM	4.0000000		7.25
	501 [TRW]	01:34PM	04:49PM	3.2500000		
03/13/2025 Thu	501 [TRW]	09:15AM	02:25PM	5.2500000		5.25
03/14/2025 Fri	514 [CV]			2.0000000		4.00
	504 [TRV]			2.0000000		

#### Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					175.50		4.00		171.50
3 [SICK]									42.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	32.00		32.00					
504 [TRV]	1[UNUSED]	2.00		2.00					
514 [CV]	1[UNUSED]	2.00		2.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>	<b>175.50</b>		<b>4.00</b>		<b>221.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori Phelan  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of March 10-16, 2025

**Monday**

- Print/distribute timesheets
- Review/approve/pay Health Ins Invoice
- Appoint Marj as D
  - for elections thru 3/29
  - Give oath
- Process ACH payments received
- Teams call with Melinda and Ela-WEDC - CDI Phelan Prop
- Begin payroll in WH
- Amend BOT agenda

**Tuesday**

- Submit CDI Grant reimbursement-Phelan Properties
- Print/prepare/post checks-board approved
- Rearrange board room
- Enter CC receipts
- Election Admin (1 hr)
- Board meeting

**Wednesday**

- Draft and post minutes
- Timesheet allocations for early payroll processing
- Election Administration (1.5 hrs)
  - Prepare Public Test Notice
  - Train Marj on absentee ballot applications and mailing

**Thursday**

- Utility ACH (1 hr)
  - Send file to FSB
  - Post in Utility, interface/post in accounting
- Process payroll for 3/26
  - Allocate time according to budget
  - Send file to FSB
  - Post in PR, interface/post in accounting
  - Pay 941, March Wisc and WRS
- Submit self-certification for RFD fire dues

**Friday** - VACATION 4(hrs)

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/21/2025

03/10/2025 - 03/16/2025 [7 days]

Report Time: 8:35:35 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
03/10/2025 Mon	701 [ADSW]	07:54AM	01:26PM	5.500000		8.00
	701 [ADSW]	02:03PM	04:34PM	2.500000		
03/11/2025 Tue	701 [ADSW]	07:49AM	02:32PM	6.750000		9.75
	701 [ADSW]	03:06PM	04:28PM	1.500000		
	701 [ADSW]	06:50PM	08:09PM	1.500000		
03/12/2025 Wed	701 [ADSW]	07:52AM	03:23PM	7.750000		7.75
03/13/2025 Thu	701 [ADSW]	07:54AM	11:57AM	4.000000		7.25
	701 [ADSW]	01:19PM	04:25PM	3.250000		
03/14/2025 Fri	701 [ADSW]	07:53AM	11:56AM	4.000000		4.00

#### Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									8.00
701 [ADSW]	1[UNUSED]	36.75		36.75					
<b>TOTALS</b>		<b>36.75</b>		<b>36.75</b>					<b>8.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marjorie Riniker  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Week of Mar 10 – Mar 14

Monday -

- Utility payments/billing (.75)
- Spent time in library
- Worked on absentee ballots / procedures
- Online training courses
- Mail processing
- FB updates

Tuesday -

- assisted customers
- library book of the week/FB
- Utility payments (.5 hr)
- Online absentee voter training
- Board meeting

Wednesday -

- Utility payments (.5 hr)
- Absentee ballots
- Filing
- Library activities

Thurs -

- Utility pymts (1.5 hr)
- Spent time in library
- Did key search for upstairs rooms
- FB postings
- Absentee ballots
- Entering invoices
- Phones/admin stuff

Fri -

- Admin tasks
- Utility pymts (1/2 hr)
- Entered invoices
- Customer conversation
- FB posting



Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/21/2025

03/10/2025 - 03/16/2025 [7 days]

Report Time: 8:35:35 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
03/10/2025 Mon	401 [STW]	08:13AM	12:21PM	4.0000000		4.00
03/11/2025 Tue	401 [STW]	08:12AM	12:00PM	3.7500000		3.75
03/12/2025 Wed	401 [STW]	08:07AM	12:06PM	4.0000000		4.00
03/13/2025 Thu	401 [STW]	08:06AM	11:39AM	3.7500000		3.75
03/14/2025 Fri	401 [STW]	08:05AM	12:10PM	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]	19.75		19.75					
<b>TOTALS</b>		<b>19.75</b>		<b>19.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Mon 3/10 Took Dan Marten to Peterbilt to drop off truck  
Rearranged green shed, worked on street sweeper ✓  
Tue 3/11 Worked at REC  
Wed 3/12 Picked up brush, started cleaning concession stand, checked  
pack bathrooms  
Thurs 3/13 checked light in kitchen hallway, cleared out refrigerator  
emptied garbage & recycling  
Fri 3/14 rolled out gym mats, put tables out in MP room, replaced light  
bulbs in kitchen, stacked bathrooms

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/21/2025

03/10/2025 - 03/16/2025 [7 days]

Report Time: 8:35:35 AM

#### PW006 [DOESCHER, JERRY]

Employee ID	PW006	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	DOESCHER	First Name	JERRY

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/10/2025 Mon	301 [SEW]	08:33AM	12:32PM	6.0000000		8.00
	301 [SEW]	01:03PM	02:53PM	2.0000000		
03/11/2025 Tue	301 [SEW]	08:02AM	12:07PM	6.0000000		8.75
	301 [SEW]	12:37PM*	02:20PM*	1.7500000		
	301 [SEW]	07:00PM*	08:00PM*	1.0000000		
03/12/2025 Wed	301 [SEW]	08:03AM	02:01PM	8.0000000		8.00
03/13/2025 Thu	301 [SEW]	05:45AM	11:28AM	5.7500000		7.75
	301 [SEW]	11:54AM	02:01PM	2.0000000		
03/14/2025 Fri	301 [SEW]	08:02AM	03:30PM	7.5000000	2.0000000	9.50
03/15/2025 Sat	301 [SEW]	08:24AM	08:35AM		2.0000000	2.00
03/16/2025 Sun	301 [SEW]	08:00AM	10:00AM		2.0000000	2.00

#### Summary - PW006 [DOESCHER, JERRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									120.00
3 [SICK]									4.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	6.00	46.00					
<b>TOTALS</b>		<b>40.00</b>	<b>6.00</b>	<b>46.00</b>					<b>132.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jerry Doescher  
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

VILLAGE OF RIDGEWAY WATERWORKS WEEKLY TIME LOG

JERRY DOESCHER

WEEK OF: MONDAY 3/10- SUNDAY 3/15

Monday	Hours	Description
ww	7	Labs, Rounds, wwtp works.
water	1	Rounds.

Tuesday	Hours	Description
ww	6	Labs, Rounds, wwtp cleaning.
water	1	Rounds.
Streets	1	Equipment clean up.

Wednesday	Hours	Description
ww	5	Labs, Rounds, wwtp work.
water	1	Rounds.
Streets.	1.5	Plow truck cleaning.

Thursday	Hours	Description
ww	6	Labs, Rounds, lift station cleaning, wwtp cleaning
Water	1	Rounds.
Streets	1	Sand Patch.

Friday	Hours	Description
ww	6	Rounds, labs, cleaning wwtp
Water	2	Rounds.

Saturday	Hours	Description
	2	Rounds

Sunday	Hours	Description
	2	Rounds

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/21/2025

03/10/2025 - 03/16/2025 [7 days]

Report Time: 8:35:35 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
03/10/2025 Mon	401 [STW]	07:00AM	12:25PM	5.5000000		8.00
	401 [STW]	12:55PM	03:30PM	2.5000000		
03/11/2025 Tue	401 [STW]	07:00AM	01:00PM	6.0000000		9.25
	401 [STW]	01:30PM	03:30PM	2.0000000		
	401 [STW]	06:56PM	08:13PM	1.2500000		
03/12/2025 Wed	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
03/13/2025 Thu	401 [STW]	07:00AM	01:00PM	6.0000000		8.00
	401 [STW]	01:30PM	03:30PM	2.0000000		
03/14/2025 Fri	401 [STW]	07:00AM	01:00PM	6.0000000		8.00
	401 [STW]	01:30PM	03:30PM	0.7500000	1.2500000	

#### Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									8.00
401 [STW]	1 [UNUSED]	40.00	1.25	41.25					
<b>TOTALS</b>		<b>40.00</b>	<b>1.25</b>	<b>41.25</b>					<b>8.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

# Kevin Meckley



## — Monday March 10th 2025

Checked all garbage – 1 hour

Filled pot holes – 2 hours

Organized green shed – 2 hours

Worked on street sweeper – 3 hours

## — Tuesday March 11th 2025

Parts run – 1.5 hours

Filled pot holes – 2 hours

Worked on street sweeper – 2 hours

Emptied salter and washed little plow truck – 2.5 hours

Board meeting – 1 hour

## — Wednesday March 12th 2025

Went around and checked for brush pick up – 1.5 hours

Worked on big plow truck box – 6 hours

## — Thursday March 13th 2025

Picked up brush – 2 hours

Worked on big dump truck box – 5 hours

Loaded asphalt – 1 hour

## — Friday March 14th 2025

Picked up brush – 3 hours

Farm N Fleet run – 1 hour

Worked on big dump truck box – 4 hours

Work log hours for timesheet allocations per 2025 budget

Week 1 3/3-9/25

Week 2 3/10-16/25

Totals

Adj pay next PR

Reg OT Vacation Holiday Sick

Reg OT Vacation Holiday Sick

Reg OT Vacation Holiday Sick

Lori	work hours	39.25	0.00	0.00	0.00	39.25
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Lori	work hours	34.00	0.00	4.00	0.00	38.00
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Lori	work hours	73.25	0.00	4.00	0.00	77.25
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Actual 75.25  
Worked 2 hrs on 3/21

Dept	Percent	C/T	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages		
C/T	90.00%	35.33	0.00	0.00	0.00	30.60	0.00	3.60	0.00	34.20	65.93	0.00	3.60	0.00	69.53
SewerAdm	5.00%	1.96	0.00	0.00	0.00	1.70	0.00	0.20	0.00	1.90	3.66	0.00	0.20	0.00	3.86
WaterAdm	5.00%	1.96	0.00	0.00	0.00	1.70	0.00	0.20	0.00	1.90	3.66	0.00	0.20	0.00	3.86

Marj	work hours	37.75	0.00	0.00	0.00	32.00	0.00	0.00	0.00	32.00	69.75	0	0	0	69.75
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Actual 74.5  
4.75

Dept	Percent	AdmSvs	SewerAdm	WaterAdm	Park Wages	AdmSvs	SewerAdm	WaterAdm	Park Wages	AdmSvs	SewerAdm	WaterAdm	Park Wages	
AdmSvs	50.00%	18.88	0.00	0.00	0.00	16.00	0.00	0.00	0.00	34.88	0.00	0.00	0.00	34.88
SewerAdm	7.50%	2.83	0.00	0.00	0.00	2.40	0.00	0.00	0.00	5.23	0.00	0.00	0.00	5.23
WaterAdm	7.50%	2.83	0.00	0.00	0.00	2.40	0.00	0.00	0.00	5.23	0.00	0.00	0.00	5.23
Park Wages	35.00%	13.21	0.00	0.00	0.00	11.20	0.00	0.00	0.00	24.41	0.00	0.00	0.00	24.41

Harry	work hours	20.25	0.00	0.00	0.00	20.00	0.00	0.00	0.00	40.25	0.00	0.00	0.00	0.00	40.25
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Actual 40  
-0.25

Dept	Percent	Park	Street	FacMaint	Park	Street	FacMaint	
Park	30.00%	6.08	0.00	0.00	6.00	0.00	0.00	12.08
Street	35.00%	7.09	0.00	0.00	7.00	0.00	0.00	14.09
FacMaint	35.00%	7.09	0.00	0.00	7.00	0.00	0.00	14.09

Jerry	work hours	40.00	3.25	0.00	0.00	43.25	8.00	0.00	0.00	48.00	80	11.25	0	0	91.25
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Actual 89.25  
-2.00

Dept	Percent	Streets	Sewer	Water	Streets	Sewer	Water	
Streets	10.00%	4.00	0.33	0.00	4.00	0.80	0.00	8.00
Sewer	70.00%	28.00	2.28	0.00	28.00	5.60	0.00	56.00
Water	20.00%	8.00	0.65	0.00	8.00	1.60	0.00	16.00

Kevin	work hours	40.00	2.75	0.00	0.00	42.75	0.00	0.00	0.00	40.00	80	2.75	0	0	82.75
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Actual 84  
1.25

Dept	Percent	Park	Sewer	Water	Park	Sewer	Water	
Park	20.00%	8.00	0.55	0.00	8.00	0.00	0.00	16.00
Sewer	10.00%	4.00	0.28	0.00	4.00	0.00	0.00	8.00
Water	10.00%	4.00	0.28	0.00	4.00	0.00	0.00	8.00
Streets	60.00%	24.00	1.65	0.00	24.00	0.00	0.00	48.00

## Work log hours for timesheet allocations per 2025 budget

### Week 1

Reg	OT	Vacation	Holiday	Sick
Lori	work	hours	39.25	0.00
Dept	Percent		0.00	0.00

Reg	OT	Vacation	Holiday	Sick
Lori	work	hours	34.00	0.00
Dept	Percent		0.00	0.00

Reg	OT	Vacation	Holiday	Sick
Lori	work	hours	4.00	0.00
Dept	Percent		0.00	0.00

### Totals

Dept	Percent	C/T	SewerAdm	WaterAdm	AdmSvs	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages
Kevin	work	hours	40.00	2.75	0.00	0.00	0.00	42.75	Kevin	work	hours	40.00	0.00	0.00	0.00	40.00
Park	20.00%	8.00	0.55	0.00	0.00	0.00	0.00	0.00	Park	20.00%	8.00	0.00	0.00	0.00	0.00	0.00
Sewer	10.00%	4.00	0.28	0.00	0.00	0.00	0.00	0.00	Sewer	10.00%	4.00	0.00	0.00	0.00	0.00	0.00
Water	10.00%	4.00	0.28	0.00	0.00	0.00	0.00	0.00	Water	10.00%	4.00	0.00	0.00	0.00	0.00	0.00
Streets	60.00%	24.00	1.65	0.00	0.00	0.00	0.00	0.00	Streets	60.00%	24.00	0.00	0.00	0.00	0.00	0.00

### Week 2

Reg	OT	Vacation	Holiday	Sick
Marj	work	hours	37.75	0.00
Dept	Percent		0.00	0.00

Reg	OT	Vacation	Holiday	Sick
Marj	work	hours	32.00	0.00
Dept	Percent		0.00	0.00

Reg	OT	Vacation	Holiday	Sick
Marj	work	hours	5.75	0.00
Dept	Percent		0.00	0.00

Dept	Percent	C/T	SewerAdm	WaterAdm	AdmSvs	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages
Harry	work	hours	20.25	0.00	0.00	0.00	0.00	20.25	Harry	work	hours	20.00	0.00	0.00	0.00	20.00
Park	30.00%	6.08	0.00	0.00	0.00	0.00	0.00	0.00	Park	30.00%	6.00	0.00	0.00	0.00	0.00	0.00
Street	35.00%	7.09	0.00	0.00	0.00	0.00	0.00	0.00	Street	35.00%	7.00	0.00	0.00	0.00	0.00	0.00
FacMaint	35.00%	7.09	0.00	0.00	0.00	0.00	0.00	0.00	FacMaint	35.00%	7.00	0.00	0.00	0.00	0.00	0.00

Dept	Percent	C/T	SewerAdm	WaterAdm	AdmSvs	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages
Jerry	work	hours	40.00	3.25	0.00	0.00	0.00	43.25	Jerry	work	hours	40.00	8.00	0.00	0.00	48.00
Streets	10.00%	4.00	0.33	0.00	0.00	0.00	0.00	0.00	Streets	10.00%	4.00	0.80	0.00	0.00	0.00	0.00
Sewer	70.00%	28.00	2.28	0.00	0.00	0.00	0.00	0.00	Sewer	70.00%	28.00	5.60	0.00	0.00	0.00	0.00
Water	20.00%	8.00	0.65	0.00	0.00	0.00	0.00	0.00	Water	20.00%	8.00	1.60	0.00	0.00	0.00	0.00

Dept	Percent	C/T	SewerAdm	WaterAdm	AdmSvs	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages
Kevin	work	hours	40.00	2.75	0.00	0.00	0.00	42.75	Kevin	work	hours	40.00	0.00	0.00	0.00	40.00
Park	20.00%	8.00	0.55	0.00	0.00	0.00	0.00	0.00	Park	20.00%	8.00	0.00	0.00	0.00	0.00	0.00
Sewer	10.00%	4.00	0.28	0.00	0.00	0.00	0.00	0.00	Sewer	10.00%	4.00	0.00	0.00	0.00	0.00	0.00
Water	10.00%	4.00	0.28	0.00	0.00	0.00	0.00	0.00	Water	10.00%	4.00	0.00	0.00	0.00	0.00	0.00
Streets	60.00%	24.00	1.65	0.00	0.00	0.00	0.00	0.00	Streets	60.00%	24.00	0.00	0.00	0.00	0.00	0.00

Dept	Percent	C/T	SewerAdm	WaterAdm	AdmSvs	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages	C/T	SewerAdm	WaterAdm	Park Wages
Kevin	work	hours	40.00	2.75	0.00	0.00	0.00	42.75	Kevin	work	hours	40.00	0.00	0.00	0.00	40.00
Park	20.00%	8.00	0.55	0.00	0.00	0.00	0.00	0.00	Park	20.00%	8.00	0.00	0.00	0.00	0.00	0.00
Sewer	10.00%	4.00	0.28	0.00	0.00	0.00	0.00	0.00	Sewer	10.00%	4.00	0.00	0.00	0.00	0.00	0.00
Water	10.00%	4.00	0.28	0.00	0.00	0.00	0.00	0.00	Water	10.00%	4.00	0.00	0.00	0.00	0.00	0.00
Streets	60.00%	24.00	1.65	0.00	0.00	0.00	0.00	0.00	Streets	60.00%	24.00	0.00	0.00	0.00	0.00	0.00

Processed  
3/13/25  
Posted  
3/26/25

82.75

91.25

40.25

69.75

77.25