VILLAGE OF RIDGEWAY

Report Date: 04/02/2025

Report Time: 2:02:17 PM

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

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

03/17/2025 - 03/30/2025 [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 Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]									
DEPT: PD [Police]									
GORHAM, MICHAEL [PD011]		82.50	-2.50						80.00
PD [Police] Total:	0.00	82.50	-2.50	0.00	0.00	0.00	0.00	0.00	80.00
Head Count:									*1*
1 [Village of Ridgeway] Total:	0.00	82.50	-2.50	0.00	0.00	0.00	0.00	0.00	80.00
Head Count:									*1*
Grand Total:	0.00	82.50	-2.50	0.00	0.00	0.00	0.00	0.00	80.00
Head Count:									*1*

END OF REPORT

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

VILLAGE OF RIDGEWAY

Report Date: 03/24/2025

Report Time: 8:23:18 AM

Employee Timecard - LPHELAN-07/27/2015

03/17/2025 - 03/23/2025 [7 days]

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
03/17/2025 Mon	205 [POP]	08:00AM*	04:00PM*	8.0000000		
	205 [POP]	05:30PM*	08:30PM*	3.0000000		11.00
03/18/2025 Tue	205 [POP]	08:00AM*	03:00PM*	7.0000000		7.00
03/19/2025 Wed	205 [POP]	08:00AM*	03:00PM*	7.0000000		
	205 [POP]	09:30PM*	11:00PM*	1.5000000		8.50
03/20/2025 Thu	205 [POP]	08:00AM*	04:00PM*	8.0000000		
	205 [POP]	06:00PM*	08:00PM*	2.0000000		10.00
03/21/2025 Fri	205 [POP]	08:00AM*	11:30AM*	3.5000000		3.50
03/22/2025 Sat	205 [POP]	08:00PM*	02:00AM*	6.0000000		6.00

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual: Prior Bal	Accrual: Adjust	Accrual: Used	Accrual: Earned	Accrual: Available
2 [VACA]									151.25
3 [SICK]									126.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	46.00		46.00					
TOTALS		**46.00**		**46.00**					**285.25**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ____________________

Employee Signature

X ____________________

Supervisor Signature

VILLAGE OF RIDGEWAY

Report Date: 03/31/2025

Report Time: 8:35:53 AM

Employee Timecard - LPHELAN-07/27/2015

03/24/2025 - 03/30/2025 [7 days]

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
03/24/2025 Mon	205 [POP]	08:00AM*	10:00AM*	2.0000000		
	205 [POP]	02:30PM*	11:00PM*	8.5000000		10.50
03/26/2025 Wed	205 [POP]	06:30PM*	02:30AM*	8.0000000		8.00
03/27/2025 Thu	205 [POP]	12:30PM*	01:30PM*	1.0000000		
	205 [POP]	04:00PM*	12:00AM*	8.0000000		9.00
03/29/2025 Sat	205 [POP]	09:30AM*	01:30PM*	4.0000000		
	205 [POP]	06:30PM*	11:30PM*	5.0000000		9.00
03/30/2025 Sun	208 [PADJ]			-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]									151.25
3 [SICK]									126.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	36.50		36.50					
208 [PADJ]	1[UNUSED]	-2.50		-2.50					
TOTALS		**34.00**		**34.00**					**285.25**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ____________________

Employee Signature

X ____________________

Supervisor Signature

VILLAGE OF RIDGEWAY

Report Date: 04/02/2025

Report Time: 2:01:12 PM

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

Primary Sort By: Employee;DEPT(G2)

03/17/2025 - 03/30/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	19.00	0.00	19.00
AD [General Admin]	504[TRV]	16.00	0.00	16.00
AD [General Admin]	511[CW]	5.50	0.00	5.50
AD [General Admin]	514[CV]	16.00	0.00	16.00
EL [ADMIN-ELECTION]	551[ECW]	2.00	0.00	2.00
SE [Sewer]	305[SADW]	2.50	0.00	2.50
SE [Sewer]	308[SADV]	2.00	0.00	2.00
WA [Water]	605[WADW]	7.25	0.00	7.25
WA [Water]	608[WADV]	2.00	0.00	2.00
AD001 [PHELAN, LORI L] Total:		**72.25**	**0.00**	**72.25**
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	41.50	0.00	41.50
AD [General Admin]	703[ADSB]	16.00	0.00	16.00
PA [Parks]	101[PAW]	8.75	0.00	8.75
SE [Sewer]	305[SADW]	3.75	0.00	3.75
WA [Water]	605[WADW]	3.75	0.00	3.75
AD005 [RINIKER, MARJORIE] Total:		**73.75**	**0.00**	**73.75**
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	19.00	0.00	19.00
PA [Parks]	101[PAW]	16.00	0.00	16.00
ST [Streets]	401[STW]	6.75	0.00	6.75
PW003 [JOHNSON, HARRY] Total:		**41.75**	**0.00**	**41.75**
Employee: PW006 [DOESCHER, JERRY]				
SE [Sewer]	301[SEW]	54.00	4.75	58.75
ST [Streets]	401[STW]	7.00	0.00	7.00
WA [Water]	601[WAW]	19.00	1.00	20.00
PW006 [DOESCHER, JERRY] Total:		**80.00**	**5.75**	**85.75**
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	23.50	0.00	23.50
SE [Sewer]	301[SEW]	1.00	0.00	1.00
SP [Streets Plowing]	401[STW]	8.50	0.00	8.50
ST [Streets]	401[STW]	44.50	0.00	44.50
WA [Water]	601[WAW]	1.00	0.00	1.00
SP004 [MECKLEY, KEVIN] Total:		**78.50**	**0.00**	**78.50**
Grand Totals:		**346.25**	**5.75**	**352.00**

END OF REPORT

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

VILLAGE OF RIDGEWAY

Report Date: 03/31/2025

Report Time: 8:35:53 AM

Employee Timecard - LPHELAN-07/27/2015

03/24/2025 - 03/30/2025 [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
03/24/2025 Mon	501 [TRW]	07:47AM	01:24PM	5.7500000		
	501 [TRW]	01:54PM	05:49PM	3.7500000		9.50
03/25/2025 Tue	501 [TRW]	09:24AM	04:34PM	7.0000000		7.00
03/26/2025 Wed	501 [TRW]	08:03AM	12:58PM	5.0000000		
	501 [TRW]	01:28PM*	04:36PM	3.0000000		8.00
03/27/2025 Thu	501 [TRW]	08:04AM	04:50PM	8.7500000		8.75
03/28/2025 Fri	501 [TRW]	07:58AM	11:04AM	3.0000000		3.00

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									135.50
3 [SICK]									42.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.25		36.25					
TOTALS		**36.25**		**36.25**					**185.75**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L Phelan

Employee Signature

X ____________________

Supervisor Signature

Lori Phelan
Time Distribution Work Log Week of March 24-30, 2025

Monday

- Emails
- Timesheets
  - Print/distribute
  - Allocate timesheets
- Show Marj invoice allocations
- Update SAM registration
- Bank deposit (remote)

Tuesday

- Assist resident with Property Tax issue
- Smoke Test Notice (sewer .5 hrs)
  - Print to send with bills
  - Create link for placement on e-bills
  - Public Notice on website
    - Send to subscribers
- Prepare liquor license renewals

Wednesday

- Utility receipts (.5 hrs)
- Memorial bricks
  - Orders review
  - Paypal account balancing
- Q & A for resident PFP

Thursday

- Public Fire Protection Q & A
- PSC PFP status

Friday - Out early

- Utility bills
- Notice of Sewer Smoke Testing

VILLAGE OF RIDGEWAY

Report Date: 03/31/2025

Report Time: 8:35:53 AM

Employee Timecard - LPHELAN-07/27/2015

03/24/2025 - 03/30/2025 [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
03/24/2025 Mon	701 [ADSW]	07:53AM	01:56PM	6.0000000		
	701 [ADSW]	02:24PM	04:43PM	2.2500000		8.25
03/25/2025 Tue	701 [ADSW]	07:51AM	12:40PM	5.0000000		
	701 [ADSW]	01:17PM	04:36PM	3.2500000		8.25
03/26/2025 Wed	701 [ADSW]	07:52AM	01:44PM	6.0000000		
	701 [ADSW]	02:15PM	04:33PM	2.2500000		8.25
03/27/2025 Thu	701 [ADSW]	07:54AM	01:32PM	5.5000000		
	701 [ADSW]	01:59PM	04:30PM	2.5000000		8.00
03/28/2025 Fri	701 [ADSW]	07:58AM	12:00PM*	4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]

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

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Marj Riniker

Employee Signature

X ______________________________

Supervisor Signature

Week of Mar 24 – Mar 28

Monday -

- Utility payments/billing (.75)
- absentee ballots
- Mail processing
- Invoice procedures
- Updated website
- Trimble updated

Tuesday -

- assisted customers
- Spent time in library
- Utility payments (1.5 hr)
- Absentee ballots
- gift bricks

Wednesday

- assisted customers
- gift bricks
- Spent time in library
- Utility payments (1.5 hr)
- Absentee ballots
- Entered invoices

Thurs

- assisted customers
- gift bricks
- Spent time in library
- Utility payments (1 hr)
- Absentee ballots
- Entered invoices
- Reservation requests
- Research zoning info

Fri -

- Utility billing (.5)
- Absentee ballots
- Dog Licenses
- Park & Rec Agenda
- Looked into Library grant

VILLAGE OF RIDGEWAY

Report Date: 03/31/2025

Report Time: 8:35:53 AM

Employee Timecard - LPHELAN-07/27/2015

03/24/2025 - 03/30/2025 [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
03/24/2025 Mon	401 [STW]	08:07AM	12:17PM	4.2500000		4.25
03/25/2025 Tue	401 [STW]	08:05AM	12:26PM	4.5000000		4.50
03/26/2025 Wed	401 [STW]	08:07AM	12:48PM	4.7500000		4.75
03/27/2025 Thu	401 [STW]	08:03AM	12:16PM	4.2500000		4.25
03/28/2025 Fri	401 [STW]	08:07AM	12:20PM	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]	22.00		22.00					
TOTALS		**22.00**		**22.00**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson

Employee Signature

X

Supervisor Signature

Mon 3/24 Worked at RCC, stained benches & picnic Tables
Tues 3/25 stained picnic Tables
Wed 3/26 Worked at playground, fixed Teeter Toter, removed horse + cycle from playground for repair, got flowers out of green shed
Thurs 3/27 stained picnic tables, replaced cycle at playground
Fri 3/28 Rolled out floor mats in gym, Worked at RCC

VILLAGE OF RIDGEWAY

Report Date: 03/31/2025

Report Time: 8:35:53 AM

Employee Timecard - LPHELAN-07/27/2015

03/24/2025 - 03/30/2025 [7 days]

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
03/24/2025 Mon	301 [SEW]	05:51AM	02:00PM	8.2500000		8.25
03/25/2025 Tue	301 [SEW]	06:02AM	02:00PM	8.0000000		8.00
03/26/2025 Wed	301 [SEW]	05:45AM	02:09PM	8.5000000		8.50
03/27/2025 Thu	301 [SEW]	05:53AM	02:02PM	8.0000000		8.00
03/28/2025 Fri	301 [SEW]	05:48AM	12:28PM	6.7500000		6.75
03/29/2025 Sat	601 [WAW]	06:22AM	09:14AM	0.5000000	2.5000000	3.00
03/30/2025 Sun	301 [SEW]	08:02AM	10:59AM		3.0000000	3.00

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]	39.50	3.00	42.50					
601 [WAW]	1[UNUSED]	0.50	~~2.50~~ 1.0	3.00					
TOTALS		**40.00**	~~**5.50**~~ 4.0	~~**45.50**~~ 44.0					**132.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jerry Doescher

Employee Signature

X ______________________

Supervisor Signature

Village of Ridgeway Time Log

Jerry Doescher

For the week of : 3-24 - 3-30

Date	Hours	Description
3-24-25	WWTP 5hr	2 hr - Rounds 2hr - labs, Cleaning 1 hr - working on skimmers.
"	Streets 2hr	shop work.
	water 1hr	Rounds.

Date	Hours	Description
3-25-25	WWTP 6 hr	Rounds 2 hr labs 2 hr Routine Maint. 2 hr
"	water 1 hr	Rounds
"	streets 1 hr	Shop work

Date	Hours	Description
3-26-25	6 hr wwtp	Rounds 2 hr labs 2hr sludge transfer 2hr
"	water 2hr	Rounds

Date	Hours	Description
3-29-25	2	Rounds

Date	Hours	Description
3-27-25	7 hr wwtp	Rounds 2hr labs 2hr Routine Maint. 2hr.
	1 hr water	Rounds

Date	Hours	Description
3-28-25	4hr wwtp	1 hr labs 2 hr rounds 1 hr wwtp cleaning
"	2hr	Rounds

Date	Hours	Description

Date	Hours	Description
3-30-25	2	Rounds.

VILLAGE OF RIDGEWAY

Report Date: 03/31/2025

Report Time: 8:35:53 AM

Employee Timecard - LPHELAN-07/27/2015

03/24/2025 - 03/30/2025 [7 days]

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
03/24/2025 Mon	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
03/25/2025 Tue	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		8.00
03/26/2025 Wed	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		8.00
03/27/2025 Thu	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		8.00
03/28/2025 Fri	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		8.00

Summary - SP004 [MECKLEY, KEVIN]

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

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ______________________

Employee Signature

X ______________________

Supervisor Signature

Monday March 24th 2025

Made rounds and checked for brush pick up – 1.5 hours

Picked up picnic tables from park – 1 hour

Stained picnic tables – 5.5 hours

Tuesday March 25th 2025

Picked up brush – 2 hours

Meter reading – 2 hours

Stained picnic tables – 4 hours

Wednesday March 26th 2025

Farm N Fleet run – 1 hour

Hauled Picnic tables to and from park – 1.5 hours

Worked on playground equipment – 4 hours

Worked on lawn mowers 1.5 hours

Thursday March 27th 2025

Parts run for Lawn mowers – 2 hours

Fixed Playground equipment – 2 hours

Worked on lawn mowers – 4 hours

Friday March 28th 2025

Farm N Fleet run – 1 hour

Rolled out mats for market – 1 hour

Worked on white truck – 3 hours

Stained picnic tables – 3 hours

Work log hours for timesheet allocations per 2025 budget

Week 1

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	39.25	0.00	0.00	0.00	0.00	39.25
Dept	Percent						
C/T	90.00%	35.33	0.00	0.00	0.00	0.00	0.00
SewerAdm	5.00%	1.96	0.00	0.00	0.00	0.00	0.00
WaterAdm	5.00%	1.96	0.00	0.00	0.00	0.00	0.00
Marj	work hours	37.75	0.00	0.00	0.00	0.00	37.75
Dept	Percent						
AdmSvs	50.00%	18.88	0.00	0.00	0.00	0.00	
SewerAdm	7.50%	2.83	0.00	0.00	0.00	0.00	
WaterAdm	7.50%	2.83	0.00	0.00	0.00	0.00	
Park Wages	35.00%	13.21	0.00	0.00	0.00	0.00	
Harry	work hours	20.25	0.00				20.25
Dept	Percent						
Park	30.00%	6.08					
Street	35.00%	7.09					
FacMaint	35.00%	7.09					
Jerry	work hours	40.00	3.25	0.00	0.00	0.00	43.25
Dept	Percent						
Streets	10.00%	4.00	0.33	0.00	0.00	0.00	
Sewer	70.00%	28.00	2.28	0.00	0.00	0.00	
Water	20.00%	8.00	0.65	0.00	0.00	0.00	
Kevin	work hours	40.00	2.75	0.00	0.00	0.00	42.75
Dept	Percent						
Park	20.00%	8.00	0.55	0.00	0.00	0.00	
Sewer	10.00%	4.00	0.28	0.00	0.00	0.00	
Water	10.00%	4.00	0.28	0.00	0.00	0.00	
Streets	60.00%	24.00	1.65	0.00	0.00	0.00	

Week 2

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	34.00	0.00	4.00	0.00	0.00	38.00
Dept	Percent						
C/T	90.00%	30.60	0.00	3.60	0.00	0.00	34.20
SewerAdm	5.00%	1.70	0.00	0.20	0.00	0.00	1.90
WaterAdm	5.00%	1.70	0.00	0.20	0.00	0.00	1.90
Marj	work hours	32.00	0.00	0.00	0.00	0.00	32.00
Dept	Percent						
AdmSvs	50.00%	16.00	0.00	0.00	0.00	0.00	
SewerAdm	7.50%	2.40	0.00	0.00	0.00	0.00	
WaterAdm	7.50%	2.40	0.00	0.00	0.00	0.00	
Park Wages	35.00%	11.20	0.00	0.00	0.00	0.00	
Harry	work hours	20.00					20.00
Dept	Percent						
Park	30.00%	6.00					
Street	35.00%	7.00					
FacMaint	35.00%	7.00					
Jerry	work hours	40.00	8.00	0.00	0.00	0.00	48.00
Dept	Percent						
Streets	10.00%	4.00	0.80	0.00	0.00	0.00	
Sewer	70.00%	28.00	5.60	0.00	0.00	0.00	
Water	20.00%	8.00	1.60	0.00	0.00	0.00	
Kevin	work hours	40.00	0.00	0.00	0.00	0.00	40.00
Dept	Percent						
Park	20.00%	8.00	0.00	0.00	0.00	0.00	
Sewer	10.00%	4.00	0.00	0.00	0.00	0.00	
Water	10.00%	4.00	0.00	0.00	0.00	0.00	
Streets	60.00%	24.00	0.00	0.00	0.00	0.00	

Totals

	Reg	OT	Vacation	Holiday	Sick		Adj on next PR
Lori	**73.25**	**0.00**	**4.00**	**0.00**	**0.00**	**77.25**	Actual 75.25
Dept							worked 2 hrs on 3/21
C/T	**65.93**	**0.00**	**3.60**	**0.00**	**0.00**	**69.53**	
SewerAdm	**3.66**	**0.00**	**0.20**	**0.00**	**0.00**	**3.86**	
WaterAdm	**3.66**	**0.00**	**0.20**	**0.00**	**0.00**	**3.86**	
Marj	**69.75**	**0**	**0**	**0**	**0**	**69.75**	Actual 74.5
Dept							4.75
AdmSvs	**34.88**	**0.00**	**0.00**	**0.00**	**0.00**	**34.88**	
SewerAdm	**5.23**	**0.00**	**0.00**	**0.00**	**0.00**	**5.23**	
WaterAdm	**5.23**	**0.00**	**0.00**	**0.00**	**0.00**	**5.23**	
Park Wages	**24.41**	**0.00**	**0.00**	**0.00**	**0.00**	**24.41**	
Harry	**40.25**					**40.25**	Actual 40
Dept							-0.25
Park	**12.08**		**0.00**	**0.00**	**0.00**	**12.08**	
Street	**14.09**		**0.00**	**0.00**	**0.00**	**14.09**	
FacMaint	**14.09**		**0.00**	**0.00**	**0.00**	**14.09**	
Jerry	**80**	**11.25**	**0**	**0**	**0**	**91.25**	Actual 89.25
Dept							-2.00
Streets	**8.00**	**1.13**	**0.00**	**0.00**	**0.00**	**9.13**	
Sewer	**56.00**	**7.88**	**0.00**	**0.00**	**0.00**	**63.88**	
Water	**16.00**	**2.25**	**0.00**	**0.00**	**0.00**	**18.25**	
Kevin	**80**	**2.75**	**0**	**0**	**0**	**82.75**	Actual 84
Dept							1.25
Park	**16.00**	**0.55**	**0.00**	**0.00**	**0.00**	**16.55**	
Sewer	**8.00**	**0.28**	**0.00**	**0.00**	**0.00**	**8.28**	
Water	**8.00**	**0.28**	**0.00**	**0.00**	**0.00**	**8.28**	
Streets	**48.00**	**1.65**	**0.00**	**0.00**	**0.00**	**49.65**	

VILLAGE OF RIDGEWAY

Report Date: 03/24/2025

Report Time: 8:23:18 AM

Employee Timecard - LPHELAN-07/27/2015

03/17/2025 - 03/23/2025 [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
03/17/2025 Mon	514 [CV]			4.0000000		
	504 [TRV]			4.0000000		8.00
03/18/2025 Tue	514 [CV]			4.0000000		
	504 [TRV]			4.0000000		8.00
03/19/2025 Wed	514 [CV]			4.0000000		
	504 [TRV]			4.0000000		8.00
03/20/2025 Thu	514 [CV]			4.0000000		
	504 [TRV]			4.0000000		8.00
03/21/2025 Fri	608 [WADV]			2.0000000		
	308 [SADV]			2.0000000		4.00

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
2 [VACA]					171.50		36.00		135.50
3 [SICK]									42.25
6 [FH]									8.00
308 [SADV]	1[UNUSED]	2.00		2.00					
504 [TRV]	1[UNUSED]	16.00		16.00					
514 [CV]	1[UNUSED]	16.00		16.00					
608 [WADV]	1[UNUSED]	2.00		2.00					
TOTALS		**36.00**		**36.00**	**171.50**		**36.00**		**185.75**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori Phelan

Employee Signature

X ____________________

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of March 17-23, 2025

Monday

- VACATION 8 HRS

Tuesday

- VACATION 8 HRS

Wednesday

- VACATION 8 HRS

Thursday

- VACATION 8 HRS

Friday

- VACATION 4 HRS

VILLAGE OF RIDGEWAY

Report Date: 03/24/2025

Report Time: 8:23:18 AM

Employee Timecard - LPHELAN-07/27/2015

03/17/2025 - 03/23/2025 [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
03/17/2025 Mon	701 [ADSW]	07:54AM	11:57AM	4.0000000		
	701 [ADSW]	12:25PM	04:29PM	4.0000000		8.00
03/18/2025 Tue	701 [ADSW]	07:49AM	12:45PM	5.0000000		
	701 [ADSW]	01:21PM	04:26PM	3.2500000		8.25
03/19/2025 Wed	703 [ADSB]			8.0000000		8.00
03/20/2025 Thu	703 [ADSB]			8.0000000		8.00
03/21/2025 Fri	701 [ADSW]	07:48AM	11:58AM	4.2500000		
	701 [ADSW]	01:37PM	01:54PM	0.5000000		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]	21.00		21.00					
703 [ADSB]	1[UNUSED]	16.00		16.00					
TOTALS		**37.00**		**37.00**					**8.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Marj Riniker

Employee Signature

X ______________________________

Supervisor Signature

Week of Mar 17 – Mar 21

Monday -

- Utility payments/billing (.75)
- absentee ballots / procedures
- Mail processing
- Entering invoices
- Burn permits / dog license
- FB updates

Tuesday -

- assisted customers
- Spent time in library
- library book of the week/FB
- Utility payments (.75 hr)
- absentee ballots
- Dog park donations
- Burn permits
- Entered invoices

Wednesday – Out of office

Thurs - Out of office

Fri -

- Admin tasks
- Utility pymts (1 hr)
- Entered invoices
- Absentee ballots
- Reservation requests
- FB posting

VILLAGE OF RIDGEWAY

Report Date: 03/24/2025

Report Time: 8:23:18 AM

Employee Timecard - LPHELAN-07/27/2015

03/17/2025 - 03/23/2025 [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
03/17/2025 Mon	401 [STW]	08:06AM	11:53AM	4.0000000		4.00
03/18/2025 Tue	401 [STW]	08:09AM	12:05PM	3.7500000		3.75
03/19/2025 Wed	401 [STW]	07:55AM	11:58AM	4.0000000		4.00
03/20/2025 Thu	401 [STW]	07:57AM	12:02PM	4.0000000		4.00
03/21/2025 Fri	401 [STW]	08:05AM	11:56AM	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 3/17 Put up pickle ball net, emptyed garbage, put brush on street sweeper

Tues 3/18 Worked at RCC, stained benches for Cardinal Way pond

Wed 3/19 opened RCC, salted sidewalks, worked at RCC

Thurs 3/20 opened RCC, Moped floors, stocked bathrooms

Fri 3/21 went to Farm & Fleet in Verona for new vice installed vice on bench, cleaned storage room (girls locker room)

VILLAGE OF RIDGEWAY

Report Date: 03/24/2025

Report Time: 8:23:18 AM

Employee Timecard - LPHELAN-07/27/2015

03/17/2025 - 03/23/2025 [7 days]

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
03/17/2025 Mon	301 [SEW]	05:55AM	02:01PM	8.0000000		8.00
03/18/2025 Tue	301 [SEW]	05:54AM	11:33AM	5.5000000		
	301 [SEW]	12:00PM	02:25PM	2.5000000		8.00
03/19/2025 Wed	301 [SEW]	06:03AM	02:01PM	8.0000000		8.00
03/20/2025 Thu	301 [SEW]	05:58AM	01:59PM	8.0000000		8.00
03/21/2025 Fri	301 [SEW]	05:56AM	11:45AM	5.7500000		5.75
03/22/2025 Sat	301 [SEW]	08:24AM	10:31AM	2.0000000		2.00
03/23/2025 Sun	301 [SEW]	08:54AM	11:02AM	0.2500000	1.7500000	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	1.75	41.75					
TOTALS		**40.00**	**1.75**	**41.75**					**132.00**

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 3/17- SUNDAY 3/23/2025

Monday	Hours	Description
WW	4	Labs, Rounds, locating for Diggers Hot line.
Water	2	Rounds, locating for Diggers Hot line.
Streets	2	Worked on Street Sweeper

Tuesday	Hours	Description
WW	5	Labs, Samples, Rounds, LW Allen DO sensors.
Water	2	Rounds
Streets	1	signs. Dog park box.

Wednesday	Hours	Description
WW	6.5	Labs, Samples, Cleaning of Equipment at WWTP.
Water	1	Rounds

Thursday	Hours	Description
WW	5	Labs, Samples, Equipment inspections.
Water	2	Rounds, Locates Diggers.
Streets	1	Power hit by digging Company. Relocates

Friday	Hours	Description
WW		Labs, Sludge pumping
Water		Rounds.

Saturday	Hours	Description
WW	1	Rounds
Water	1	Rounds

Sunday	Hours	Description
WW	1	Rounds
Water	1	Rounds.

VILLAGE OF RIDGEWAY

Report Date: 03/24/2025

Report Time: 8:23:18 AM

Employee Timecard - LPHELAN-07/27/2015

03/17/2025 - 03/23/2025 [7 days]

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
03/17/2025 Mon	401 [STW]	07:00AM	11:30AM	4.5000000		
	401 [STW]	12:00PM	02:00PM	2.0000000		6.50
03/18/2025 Tue	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
03/19/2025 Wed	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
03/20/2025 Thu	401 [STW]	04:00AM	10:00AM	6.0000000		
	401 [STW]	10:30AM	12:30PM	2.0000000		8.00
03/21/2025 Fri	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
3 [SICK]									
401 [STW]	1[UNUSED]	38.50		38.50					8.00
TOTALS		**38.50**		**38.50**					**8.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ____________________

Employee Signature

X ____________________

Supervisor Signature

Kevin Meckley

— Monday March 17th 2025

Farm N Fleet run – 1.5 hours

Finished big dump truck box – 5 hours

— Tuesday March 18th 2025

Made rounds checked for brush pick up – 1.5 hour

Checked all garbage, dog stations and donation box – 1.5 hours

Fixed donation box at dog park – 2 hours

Farm N Fleet run – 1 hour

Cleaned shop – 2 hours

— Wednesday March 19th 2025

Got all plow equipment ready – 3 hours

Loaded salt – 1 hour

Rain day, worked in shop – 4 hours

— Thursday March 20th 2025

Salted roads and sidewalks – 4.5 hours

Washed skid steer and little plow truck – 3.5 hours

— Friday March 21st 2025

Shop supply run – 2 hours

Pushed back brush pile – 2 hours

Checked all garbage – 1 hour

Emptied salter and took plow off – 3 hours

Work log hours for timesheet allocations per 2025 budget

3/17-23/25

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	0.00	0.00	36.00	0.00	0.00	36.00
Dept	Percent						
C/T	90.00%	0.00	0.00	32.40	0.00	0.00	1166.40
SewerAdm	5.00%	0.00	0.00	1.80	0.00	0.00	64.80
WaterAdm	5.00%	0.00	0.00	1.80	0.00	0.00	64.80
Marj	work hours	41.75	0.00	0.00	0.00	0.00	41.75
Dept	Percent						
AdmSvs	50.00%	20.88	0.00	0.00	0.00	0.00	
SewerAdm	7.50%	3.13	0.00	0.00	0.00	0.00	
WaterAdm	7.50%	3.13	0.00	0.00	0.00	0.00	
Park Wages	35.00%	14.61	0.00	0.00	0.00	0.00	
Harry	work hours	19.50	0.00				19.50
Dept	Percent						
Park	30.00%	5.85					
Street	35.00%	6.83					
FacMaint	35.00%	6.83					
Jerry	work hours	39.75	0.00	0.00	0.00	0.00	39.75
Dept	Percent						
Streets	10.00%	3.98	0.00	0.00	0.00	0.00	
Sewer	70.00%	27.83	0.00	0.00	0.00	0.00	
Water	20.00%	7.95	0.00	0.00	0.00	0.00	
Kevin	work hours	38.50	1.25	0.00	0.00	0.00	39.75
Dept	Percent						
Park	20.00%	7.70	0.25	0.00	0.00	0.00	
Sewer	10.00%	3.85	0.13	0.00	0.00	0.00	
Water	10.00%	3.85	0.13	0.00	0.00	0.00	
Streets	60.00%	23.10	0.75	0.00	0.00	0.00	

3/24-30/25

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	36.25	0.00	0.00	0.00	0.00	36.25
Dept	Percent						
C/T	90.00%	32.63	0.00	0.00	0.00	0.00	32.63
SewerAdm	5.00%	1.81	0.00	0.00	0.00	0.00	1.81
WaterAdm	5.00%	1.81	0.00	0.00	0.00	0.00	1.81
Marj	work hours	36.75	0.00	0.00	0.00	0.00	36.75
Dept	Percent						
AdmSvs	50.00%	18.38	0.00	0.00	0.00	0.00	
SewerAdm	7.50%	2.76	0.00	0.00	0.00	0.00	
WaterAdm	7.50%	2.76	0.00	0.00	0.00	0.00	
Park Wages	35.00%	12.86	0.00	0.00	0.00	0.00	
Harry	work hours	22.00					22.00
Dept	Percent						
Park	30.00%	6.60					
Street	35.00%	7.70					
FacMaint	35.00%	7.70					
Jerry	work hours	40.00	4.00	0.00	0.00	0.00	44.00
Dept	Percent						
Streets	10.00%	4.00	0.40	0.00	0.00	0.00	
Sewer	70.00%	28.00	2.80	0.00	0.00	0.00	
Water	20.00%	8.00	0.80	0.00	0.00	0.00	
Kevin	work hours	40.00	0.00	0.00	0.00	0.00	40.00
Dept	Percent						
Park	20.00%	7.70	0.00	0.00	0.00	0.00	
Sewer	10.00%	3.85	0.00	0.00	0.00	0.00	
Water	10.00%	3.85	0.00	0.00	0.00	0.00	
Streets	60.00%	23.10	0.00	0.00	0.00	0.00	

Totals

	Reg	OT	Vacation	Holiday	Sick	
Lori	**36.25**	**0.00**	**36.00**	**0.00**	**0.00**	72.25
Dept						
C/T	**32.63**	**0.00**	**32.40**	**0.00**	**0.00**	**65.03**
SewerAdm	**1.81**	**0.00**	**1.80**	**0.00**	**0.00**	**3.61**
WaterAdm	**1.81**	**0.00**	**1.80**	**0.00**	**0.00**	**3.61**
Marj	**78.5**	**0**	**0**	**0**	**0**	78.50
Dept						
AdmSvs	**39.25**	**0.00**	**0.00**	**0.00**	**0.00**	**39.25**
SewerAdm	**5.89**	**0.00**	**0.00**	**0.00**	**0.00**	**5.89**
WaterAdm	**5.89**	**0.00**	**0.00**	**0.00**	**0.00**	**5.89**
Park Wages	**27.48**	**0.00**	**0.00**	**0.00**	**0.00**	**27.48**
Harry	**41.5**					41.50
Dept						
Park	**12.45**		**0.00**	**0.00**	**0.00**	**12.45**
Street	**14.53**		**0.00**	**0.00**	**0.00**	**14.53**
FacMaint	**14.53**		**0.00**	**0.00**	**0.00**	**14.53**
Jerry	**79.8**	**4**	**0**	**0**	**0**	83.75
Dept						
Streets	**7.98**	**0.40**	**0.00**	**0.00**	**0.00**	**8.38**
Sewer	**55.83**	**2.80**	**0.00**	**0.00**	**0.00**	**58.63**
Water	**15.95**	**0.80**	**0.00**	**0.00**	**0.00**	**16.75**
Kevin	**78.5**	**1.25**	**0**	**0**	**0**	79.75
Dept						
Park	**15.40**	**0.25**	**0.00**	**0.00**	**0.00**	**15.65**
Sewer	**7.70**	**0.13**	**0.00**	**0.00**	**0.00**	**7.83**
Water	**7.70**	**0.13**	**0.00**	**0.00**	**0.00**	**7.83**
Streets	**46.20**	**0.75**	**0.00**	**0.00**	**0.00**	**46.95**