

Employee Timecard - Hourly Distribution Report

Report Date: 11/07/2022

10/31/2022 - 11/06/2022 [7 days]

Report Time: 7:30:20 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	Daily Total	Reg Hrs	OT Hrs
10/31/2022 Mon	205 [POP]	04:00PM*	01:00AM*	9.00	9.0000000	
11/01/2022 Tue	204 [POV]			8.00	8.0000000	
11/02/2022 Wed	205 [POP]	06:00PM*	01:30AM*	7.50	7.5000000	
11/04/2022 Fri	205 [POP]	12:30PM*	01:00PM*		0.5000000	
	205 [POP]	06:00PM*	01:30AM*	8.00	7.5000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					33.00		8.00		25.00
3 [SICK]					111.00	4.00			115.00
6 [FH]									8.00
204 [POV]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	24.50		24.50					
TOTALS		32.50		32.50	144.00	4.00	8.00		148.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 11/15/2022

11/07/2022 - 11/13/2022 [7 days]

Report Time: 8:44:10 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	Daily Total	Reg Hrs	OT Hrs
11/07/2022 Mon	205 [POP]	07:30PM*	01:00AM*	5.50	5.5000000	
11/08/2022 Tue	205 [POP]	10:00AM*	12:00PM*		2.0000000	
	205 [POP]	04:00PM*	01:00AM*	11.00	9.0000000	
11/10/2022 Thu	205 [POP]	03:30PM*	01:00AM*	9.50	9.5000000	
11/11/2022 Fri	205 [POP]	09:00AM*	12:30PM*		3.5000000	
	205 [POP]	08:00PM*	01:30AM*	9.00	5.5000000	
11/12/2022 Sat	205 [POP]	10:00AM*	07:00PM*	9.00	9.0000000	
11/13/2022 Sun	208 [PADJ]			-4.50	-4.5000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									25.00
3 [SICK]									115.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	44.00		44.00					
208 [PADJ]	1[UNUSED]	-4.50		-4.50					
TOTALS		39.50		39.50					148.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 11/07/2022

10/31/2022 - 11/06/2022 [7 days]

Report Time: 7:30:20 AM



AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/31/2022 Mon	501 [TRW]	08:11AM	12:36PM	7.25	4.2500000	
	501 [TRW]	01:29PM	04:35PM			
11/01/2022 Tue	501 [TRW]	07:34AM	12:50PM*	8.50	5.2500000	
	501 [TRW]	01:30PM*	04:39PM			
11/02/2022 Wed	501 [TRW]	08:05AM*	01:33PM*	7.75	2.2500000	
	501 [TRW]	02:17PM*	04:29PM			
11/03/2022 Thu	501 [TRW]	08:03AM	12:12PM	8.00	3.7500000	
	501 [TRW]	12:49PM	04:30PM			
11/04/2022 Fri	501 [TRW]	08:10AM	12:31PM	4.75	0.5000000	
	501 [TRW]	03:00PM*	03:30PM*			
11/06/2022 Sun	501 [TRW]	01:10PM*	02:21PM	1.00	1.0000000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									21.25
3 [SICK]					50.75	4.00			54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	37.25		37.25					
TOTALS		37.25		37.25	50.75	4.00			84.00

Sewer = 3 Water = 3 Admin = 31.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Hailey Roessler*
Employee Signature

X _____
Supervisor Signature

*Timesheets, Payroll, Accruals, Fac Maint Scheduling
 Election Paperwork, Setup, Absentee Ballots/In Person ABVt
 Bank Reconciliation, Receipts, Accounts Payable/INVOICES
 Health Insurance Renewals; Accident Notification/
 Property; LWCF Grant Admin/ Prep
 Utility Billing Admin; General correspond. / Resident Assistance*

Employee Timecard - Hourly Distribution Report

11/07/2022 - 11/13/2022 [7 days]



AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
11/07/2022 Mon	501 [TRW]	07:57AM	12:01PM	7.75	4.0000000	
	501 [TRW]	12:44PM	04:24PM			
11/08/2022 Tue	501 [TRW]	06:30AM	02:04PM	15.25	7.5000000	
	501 [TRW]	02:31PM	10:16PM			
11/09/2022 Wed	501 [TRW]	08:30AM*	12:00PM*	4.50	3.5000000	
	501 [TRW]	02:30PM*	03:30PM*			
11/10/2022 Thu	501 [TRW]	08:00AM*	11:44AM	8.00	4.2500000	
	501 [TRW]	12:25PM	04:42PM			
11/11/2022 Fri	501 [TRW]	08:14AM	12:23PM	4.25	4.2500000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									21.25
3 [SICK]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	39.75		39.75					
TOTALS		39.75		39.75					84.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Hailey Roessler*
 Employee Signature

X _____
 Supervisor Signature

General Communications, Payments/Receipts
 Election Prep / Pollbooks / Absentees / Assistance / Reconciliation /
 Delivery of materials to County
 Community Center Construction: Electrical, punchlist items,
 Solar Mtg w/ Legacy Solar / Grant options;
 Meeting Prep; Attendance; Bank / Deposits; HR / Timesheets;
 Chase CC Reconciliation;
 LWCF / Architectural Review; Staff Communication
 Invoices / AP

Employee Timecard - Hourly Distribution Report

Report Date: 11/07/2022

10/31/2022 - 11/06/2022 [7 days]

Report Time: 7:30:20 AM

AD003 [JOHNSON, MAGGIE]

Employee ID	AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	JOHNSON	First Name	MAGGIE

Time Card

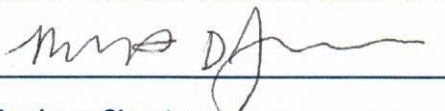
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/31/2022 Mon	511 [CW]	07:59AM	03:30PM	7.50	7.5000000	
11/01/2022 Tue	511 [CW]	08:00AM	02:16PM		6.2500000	
	511 [CW]	06:02PM	08:52PM	9.00	2.7500000	
11/02/2022 Wed	511 [CW]	08:00AM	02:32PM	6.50	6.5000000	
11/03/2022 Thu	511 [CW]	08:00AM	02:00PM	6.00	6.0000000	
11/04/2022 Fri	511 [CW]	08:01AM	12:01PM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									28.50
3 [SICK]					51.75	4.00			55.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	33.00		33.00					
TOTALS		33.00		33.00	51.75	4.00			92.25

Water = 4 Sewer = 4 Dep Clerk = 25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

General : Utility payments, in person absentee voting
 Monday : processed, printed, and posted utility bills
 Tuesday : Boo Bash thank you, prepped for park & rec meeting,
 park & rec. meeting
 Wednesday : park & rec. minutes, utility account troubleshooting
 Thursday : holiday helpers, dog park, dusted hallways
 Friday : 1 day disconnects, public test

Employee Timecard - Hourly Distribution Report

Report Date: 11/14/2022

11/07/2022 - 11/13/2022 [7 days]

Report Time: 8:14:50 AM

AD003 [JOHNSON, MAGGIE]					
Employee ID	AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	JOHNSON	First Name	MAGGIE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
11/07/2022 Mon	511 [CW]	07:59AM	03:03PM	7.00	7.0000000	
11/08/2022 Tue	511 [CW]	10:02AM	09:14PM	11.25	11.2500000	
11/09/2022 Wed	511 [CW]	08:00AM	12:00PM	4.00	4.0000000	
11/10/2022 Thu	511 [CW]	08:00AM	03:00PM	7.00	7.0000000	
11/11/2022 Fri	511 [CW]	08:02AM	12:04PM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									28.50
3 [SICK]									55.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	33.25		33.25					
TOTALS		33.25		33.25					92.25

Water - 4 Dep Clerk - 25 25 Parks - 4

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

General: Utility Payments

Monday: Fuel schedule, meter change out, Holiday celebration

Tuesday: Election, Holiday celebration

Wednesday: Holiday celebration, dog park fundraiser

Thursday: Dog park fundraiser, account move in/out, new utility account
Holiday celebration

Friday: Staff meeting, alternate side parking

Employee Timecard - Hourly Distribution Report

Report Date: 11/07/2022

10/31/2022 - 11/06/2022 [7 days]

Report Time: 7:30:20 AM



PW001 [BRINDLEY, JEFFREY D]

Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/31/2022 Mon	301 [SEW]	06:28AM	03:29PM	8.50	8.5000000	
11/01/2022 Tue	601 [WAW]	07:07AM	03:32PM	8.00	8.0000000	
11/02/2022 Wed	301 [SEW]	06:41AM	03:30PM	8.25	8.2500000	
11/03/2022 Thu	601 [WAW]	06:26AM	02:57PM	8.00	8.0000000	
11/04/2022 Fri	301 [SEW]	06:27AM	03:28PM	8.50	7.2500000	1.2500000
11/05/2022 Sat	601 [WAW]	07:39AM	09:39AM*	2.00		2.0000000
11/06/2022 Sun	301 [SEW]	07:04AM	09:04AM*	2.00		2.0000000

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									78.25
3 [SICK]					236.25	3.75			240.00
6 [FH]									3.00
301 [SEW]	1[UNUSED]	24.00	3.25	27.25					
601 [WAW]	1[UNUSED]	16.00	2.00	18.00					
TOTALS		40.00	5.25	45.25	236.25	3.75			321.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Jeff Brindley
Employee Signature

x _____
Supervisor Signature

water - ~~16~~ 16 ~~0.00~~ 0.00 2 ~~300.00~~ 18
 Sewer - ~~10~~ 24 ~~200~~ 3.25 27.25
—————
45.25

Wastewater Geo-Tube sludge disposal, w.w. samples & maint. water samples & maint.

Employee Timecard - Hourly Distribution Report

Report Date: 11/14/2022

11/07/2022 - 11/13/2022 [7 days]

Report Time: 8:14:50 AM



PW001 [BRINDLEY, JEFFREY D]			
Employee ID	PW001	DEPT(G2)	PW
Pay Type	3	Last Name	BRINDLEY
Pay Policy	300	First Name	JEFFREY D

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
11/07/2022 Mon	303 [SES]				1.2500000	
	601 [WAW]	06:34AM	09:27AM		3.0000000	
	301 [SEW]	12:15PM	03:31PM		2.7500000	
	603 [WAS]			8.00	1.0000000	
11/08/2022 Tue	601 [WAW]	06:27AM	03:01PM	8.00	8.0000000	
11/09/2022 Wed	301 [SEW]	06:25AM	03:20PM	8.25	8.2500000	
11/10/2022 Thu	601 [WAW]	06:28AM	03:49PM	8.75	8.7500000	
11/11/2022 Fri	301 [SEW]	06:17AM	02:08PM	7.50	7.5000000	
11/12/2022 Sat	601 [WAW]	07:05AM	09:05AM*	2.00	1.7500000	0.2500000
11/13/2022 Sun	301 [SEW]	06:45AM	08:45AM*	2.00		2.0000000

Summary - PW001 [BRINDLEY, JEFFREY D]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									78.25
3 [SICK]					240.00			2.25	237.75
6 [FH]									3.00
301 [SEW]	1[UNUSED]	18.50	2.00	20.50					
303 [SES]	1[UNUSED]	1.25		1.25					
601 [WAW]	1[UNUSED]	21.50	0.25	21.75					
603 [WAS]	1[UNUSED]	1.00		1.00					
TOTALS		42.25	2.25	44.50	240.00		2.25		319.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
Employee Signature

X _____
Supervisor Signature

	Reg	Sick	O.T	Total
Water -	1.0 1.8	1.0	1	2.0 3.8
Sewer -	1.25 1.9	1.25	1.25	2.5 4.4
Streets -	3			3
				<u>44.5</u>

water testing, w.w sampling, picked up flow per ATU, w.w & water maint.

Employee Timecard - Hourly Distribution Report

Report Date: 11/07/2022

10/31/2022 - 11/06/2022 [7 days]

Report Time: 7:30:20 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	Daily Total	Reg Hrs	OT Hrs
10/31/2022 Mon	101 [PAW]	08:28AM	12:25PM	4.00	4.0000000	
11/01/2022 Tue	611 [FMW]	08:24AM	10:32AM	2.00	2.0000000	
11/02/2022 Wed	401 [STW]	08:26AM	03:08PM	6.75	6.7500000	
11/03/2022 Thu	401 [STW]	08:23AM	12:41PM	4.25	4.2500000	
11/04/2022 Fri	611 [FMW]	08:25AM	12:01PM	3.50	3.5000000	

Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED] Parks	4.00		4.00					
401 [STW]	1[UNUSED] Streets	11.00		11.00					
611 [FMW]	1[UNUSED] Fac Maint	5.50		5.50					
TOTALS		20.50		20.50					

Parks

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harold Johnson*
Employee Signature

x *Julie Kaessler*
Supervisor Signature

Mon 10/31 Moved halloween decorations to downstairs, Helped fetch
+ Tanner off water to park bathrooms + concession stand
Tues 11/1 Took out garbage at hcc, Vacuum Library
Wed 11/2 Took pumpkins to compost pile, Mowed both ball
fields and around dog park
Thurs 11/3 Helped Harley with voting room, Mowed RCC lawn,
Park parking lot + Volleyball area
Fri 11/4 Fixed ~~concrete~~ ramp at rear of community center

Employee Timecard - Hourly Distribution Report

Report Date: 11/14/2022

11/07/2022 - 11/13/2022 [7 days]

Report Time: 8:14:50 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	Daily Total	Reg Hrs	OT Hrs
11/07/2022 Mon	611 [FMW]	08:26AM	12:21PM	3.75	3.7500000	
11/08/2022 Tue	611 [FMW]	08:26AM	12:01PM	3.50	3.5000000	
11/09/2022 Wed	611 [FMW]	10:00AM*	01:00PM*	3.00	3.0000000	
11/10/2022 Thu	101 [PAW]	08:22AM	12:54PM	4.75	4.7500000	
11/11/2022 Fri	611 [FMW]	08:30AM	12:40PM	4.25	4.2500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	4.75		4.75					
611 [FMW]	1[UNUSED]	14.50		14.50					
TOTALS		19.25		19.25					

Parks = 4.75 Streets = 2.25 Fac Maint = 12.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x [Signature]
Employee Signature

x [Signature]
Supervisor Signature

Mon 11/7 cleaned voting room, bathrooms, Moped hallway floors

Tues 11/8 Picked up paint & supplies from farm & Fleet

wed 11/9 went through electrical system with electricians, repaired siding on add on building

Thurs 11/10 removed beer from concession stand cooler, filled gap with dirt for dog park gate, filled holes in small ball field with dirt

Fri 11/11 Staff Meeting, Helped Tamer install pvc on UTV

Employee Timecard - Hourly Distribution Report

Report Date: 11/07/2022

10/31/2022 - 11/06/2022 [7 days]

Report Time: 7:30:20 AM

SP002 [CULLEN, TANNER]

Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
10/31/2022 Mon	401 [STW]	06:59AM	03:31PM	8.00	8.0000000	
11/01/2022 Tue	401 [STW]	06:55AM	03:33PM	8.00	8.0000000	
11/02/2022 Wed	401 [STW]	06:56AM	03:34PM	8.00	8.0000000	
11/03/2022 Thu	401 [STW]	06:59AM	03:31PM	8.00	8.0000000	
11/04/2022 Fri	401 [STW]	06:48AM	03:31PM	8.00	8.0000000	

Summary - SP002 [CULLEN, TANNER]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									53.25
3 [SICK]					138.50	4.00			142.50
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00	138.50	4.00			203.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

8hrs waste water
2hrs parks
30hrs streets

x _____

Supervisor Signature

10/31 8hrs streets

11/1 8hrs streets

11/2 4hrs waste water. 4hrs streets.

11/3 4hrs waste water. 4hrs streets

11/4 2hrs parks. 6hrs streets.

Employee Timecard - Hourly Distribution Report



Report Date: 11/14/2022

11/07/2022 - 11/13/2022 [7 days]

Report Time: 8:14:50 AM

SP002 [CULLEN, TANNER]			
Employee ID	SP002	DEPT(G2)	ST
Pay Type	3	Last Name	CULLEN
		Pay Policy	400
		First Name	TANNER

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
11/07/2022 Mon	401 [STW]	06:40AM	03:33PM	8.25	8.2500000	
11/08/2022 Tue	401 [STW]	06:54AM	03:31PM	8.00	8.0000000	
11/09/2022 Wed	401 [STW]	06:58AM	03:31PM	8.00	8.0000000	
11/10/2022 Thu	401 [STW]	06:54AM	03:52PM	8.25	8.2500000	
11/11/2022 Fri	401 [STW]	06:39AM	03:30PM	8.25	7.5000000	0.7500000

Summary - SP002 [CULLEN, TANNER]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									53.25
3 [SICK]									142.50
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	0.75	40.75					
TOTALS		40.00	0.75	40.75					203.75

40.75 hrs Streets

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

x _____

Employee Signature

Supervisor Signature

11/7 Removed water tank from utv. Monthly Brush Pickup. Fixed manh/Lorraine ct. Street Signage. 8.25 hrs Streets

11/8 moved skid-steer attachments to green shed. moved the mower to the green shed. moved Salter to shop. 8 hrs Streets

11/9 Burned the Brush pile. Bought utv snow plow. 8 hrs Streets

11/10 Started instal of utv plow. 8.25 hrs Streets

11/11 Staff meeting and finished instal on the utv plow. 8.25 hrs Streets