

Employee Timecard - Hourly Distribution Report

11/14/2022 - 11/20/2022 [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
11/14/2022 Mon	501 [TRW]	08:00AM*	01:30PM*		5.5000000	
	501 [TRW]	02:11PM	04:34PM	7.75	2.2500000	
11/15/2022 Tue	501 [TRW]	08:00AM*	12:00PM*		4.0000000	
	501 [TRW]	12:35PM*	04:35PM*		4.0000000	
	501 [TRW]	05:00PM*	06:00PM*		1.0000000	
11/16/2022 Wed	501 [TRW]	06:30PM*	08:19PM	10.75	1.7500000	
	501 [TRW]	07:46AM	12:18PM		4.5000000	
	501 [TRW]	12:44PM	05:54PM	9.75	5.2500000	
11/17/2022 Thu	501 [TRW]	08:00AM*	01:00PM*		5.0000000	
	501 [TRW]	01:30PM*	04:32PM*	8.00	3.0000000	
11/18/2022 Fri	501 [TRW]	08:00AM*	12:59PM		3.7500000	1.2500000
	501 [TRW]	01:30PM*	03:24PM	7.00		2.0000000

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]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	3.25	43.25					
TOTALS		40.00	3.25	43.25					84.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Hailey Roessler*
Employee Signature

X _____
Supervisor Signature

Gen Corresp.; HR; Board Mtg Prep/ Agendal Packet / Minutes
Follow-up; TimeCards; Utility Bill ACH; Electricians/
Comm Ctr Punch List Items; Payroll

Employee Timecard - Hourly Distribution Report

11/21/2022 - 11/27/2022 [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
11/21/2022 Mon	503 [TRS]			8.00	8.0000000	
11/22/2022 Tue	501 [TRW]	08:10AM*	04:31PM	8.25	8.2500000	
11/23/2022 Wed	3 [SICK]			8.00	8.0000000	
11/24/2022 Thu	502 [TRH]			8.00	8.0000000	
11/25/2022 Fri	515 [CFH]			8.00	8.0000000	

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]	1[UNUSED]	8.00		8.00	54.75		16.00	8	38.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	8.25		8.25					
502 [TRH]	1[UNUSED]	8.00		8.00					
503 [TRS]	1[UNUSED]	8.00		8.00					
515 [CFH]	1[UNUSED]	8.00		8.00					
TOTALS		40.25		40.25	54.75		16.00		68.00

46.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Hailey Roessler
Employee Signature

x _____
Supervisor Signature

11-23-2022 Bereavement leave for grandmother's funeral.

*Sick / Holiday
General Corresp.*

Employee Timecard - Hourly Distribution Report

Report Date: 11/22/2022

11/14/2022 - 11/20/2022 [7 days]

Report Time: 10:47:20 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
11/14/2022 Mon	511 [CW]	08:00AM	03:31PM	7.50	7.5000000	
11/15/2022 Tue	511 [CW]	08:06AM	03:00PM	7.00	7.0000000	
11/16/2022 Wed	511 [CW]	08:00AM	02:30PM	6.50	6.5000000	
11/17/2022 Thu	511 [CW]	08:02AM	03:00PM	7.00	7.0000000	
11/18/2022 Fri	511 [CW]	08:03AM	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]	32.00		32.00					
TOTALS		32.00		32.00					92.25

Water Admin = 3 Sewer Admin = 3 Dep Clerk = 26

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x [Signature]
Employee Signature

x [Signature]
Supervisor Signature

General : Utility Payments
 Monday : Kindness Project, Holiday helpers
 Tuesday : Holiday helpers
 Wednesday : Staff meeting, Holiday Helpers, ordered pickle ball equipment
 Thursday : Holiday helpers, ordered stamps
 Friday : Holiday Helpers, office hours communication

Employee Timecard - Hourly Distribution Report

11/21/2022 - 11/27/2022 [7 days]



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
11/21/2022 Mon	511 [CW]	07:59AM	03:34PM	7.50	7.5000000	
11/22/2022 Tue	511 [CW]	07:59AM	03:05PM	7.00	7.0000000	
11/23/2022 Wed	511 [CW]	08:00AM	02:30PM	6.50	6.5000000	
11/24/2022 Thu	502 [TRH]			8.00	8.0000000	
11/25/2022 Fri	515 [CFH]			8.00	8.0000000	

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
502 [TRH]	1[UNUSED]	8.00		8.00					
511 [CW]	1[UNUSED]	21.00		21.00					
515 [CFH]	1[UNUSED]	8.00		8.00					
TOTALS		37.00		37.00					92.25

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Water = 5 Sewer = 4

Dep Clerk = 28

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Maggie Johnson*
Employee Signature

x *Holly Bassler*
Supervisor Signature

Monday
Monday: Holiday helpers, CC hours Communication

Tuesday: CC hours communication, updated timber, Posted utility late fees, Holiday helps

Wednesday: Holiday helpers

Employee Timecard - Hourly Distribution Report

11/14/2022 - 11/20/2022 [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	Daily Total	Reg Hrs	OT Hrs
11/14/2022 Mon	401 [STW]	08:27AM	12:42PM	4.25	4.2500000	
11/15/2022 Tue	401 [STW]	08:14AM	12:45PM	4.50	4.5000000	
11/16/2022 Wed	401 [STW]	08:25AM	03:30PM*	7.00	7.0000000	
11/17/2022 Thu	401 [STW]	08:23AM	12:28PM	4.00	4.0000000	
11/18/2022 Fri	401 [STW]	08:23AM	01:09PM	4.75	4.7500000	

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]	24.50		24.50					
TOTALS		24.50		24.50					

Water = 2 Sewer = 2 Streets = 9.5 Fac Maint = 11

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
 Employee Signature

x *Spiley Foster*
 Supervisor Signature

Mon 11/14 floored garbage cans at park
 Tues 11/15 floored RCC sidewalk, Handicap parking area
 Fixed heater for UTV
 Wed 11/16 floored RCC sidewalk, Staff Meeting, showed
 locksmith to locks around town
 Thurs 11/17 cleaned out village shop and office, floored RCC
 sidewalk + both pump house lots, Tightened alternator belt
 on UTV
 Fri 11/18 Helped Tomer with moving jobs + things

Employee Timecard - Hourly Distribution Report

Report Date: 11/28/2022

11/21/2022 - 11/27/2022 [7 days]

Report Time: 8:03:17 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
11/21/2022 Mon	401 [STW]	08:27AM	12:41PM	4.25	4.2500000	
11/22/2022 Tue	401 [STW]	08:20AM	12:42PM	4.50	4.5000000	
11/23/2022 Wed	401 [STW]	08:32AM	01:09PM	4.75	4.7500000	

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]	13.50		13.50					
TOTALS		13.50		13.50					

Park = 4.75 Streets = 8.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x [Signature]
Supervisor Signature

Mon 11/21 Moved Jeffs things from treatment plant & green shed to village shop
 Tues 11/22 cleared office at village shop, installed heater in OTV
 Wed 11/23 Moved things out of concession stand to RCE shut down cooler at concession stand

Employee Timecard - Hourly Distribution Report

Report Date: 11/22/2022

11/14/2022 - 11/20/2022 [7 days]

Report Time: 10:47:20 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
11/14/2022 Mon	401 [STW]	06:42AM	03:33PM	8.25	8.2500000	
11/15/2022 Tue	401 [STW]	06:36AM	03:30PM	8.50	8.5000000	
11/16/2022 Wed	401 [STW]	05:19AM	04:32PM	10.75	10.7500000	
11/17/2022 Thu	401 [STW]	06:46AM	03:39PM	8.25	8.2500000	
11/18/2022 Fri	401 [STW]	05:37AM	04:44PM	10.75	4.2500000	6.5000000

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	6.50	46.50					
TOTALS		40.00	6.50	46.50					203.75

30.00hrs Streets
 11.75hrs waste water
 4.75hrs water

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

Total 46.50

Supervisor Signature

11/14 Removed old cutting edges on utv plow. New cutting edges installed. Secured hydraulic hoses. 8.25hrs Streets

11/15 prepped equipment for snow. Loaded salt chains on and fueled everything. 8.50 Streets

11/16 Showed Drille water/wastewater system. called A.B electric to fix well 1 heater circuit. 8hrs water
2.75hrs water

11/17 Spot salted icy spots in am. cleaned village shop/office. 8.25hrs Streets

11/18 Assisted Drille with Eihding paperwork/
making arrangements as ear as Duties/ things
to be done. Cleaned village Shop/ office.

5hrs streets

3.75hrs war

2hrs water

Employee Timecard - Hourly Distribution Report

Report Date: 11/28/2022
Report Time: 8:03:17 AM

11/21/2022 - 11/27/2022 [7 days]



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
11/21/2022 Mon	401 [STW]	06:36AM	04:03PM	11.00	9.5000000	
	601 [WAW]	06:28PM	08:28PM*			
11/22/2022 Tue	401 [STW]	06:52AM	03:30PM	8.00	8.0000000	
11/23/2022 Wed	401 [STW]	09:22AM	03:30PM	5.75	5.7500000	
11/24/2022 Thu	402 [STH]			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]									142.50
6 [FH]									8.00
401 [STW]	1[UNUSED]	23.25		23.25					
402 [STH]	1[UNUSED]	8.00		8.00					
601 [WAW]	1[UNUSED]	1.50		1.50					
TOTALS		32.75		32.75					203.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Tanner Cullen
Employee Signature

8hrs sth 11/24
 8hrs Floating Holiday 11/25
 8hrs water Dept.
 x
 16.75hrs Streets Dept.
 Supervisor Signature
40.75hrs Total

11/21 Cleaned/organized Village Shop and office. Meeting on well 1. Emergency call to turn water off at a residence. 3hrs water 8hrs streets

11/22 Returned Charlie's adger. Read water meters. 10 day disconnects. 2.50hrs water 5.50hrs streets

11/23 Finished reading meters. 3.25hrs streets 2.50hrs water

11/24 8hrs sth

11/25 8hrs floating Holiday

Employee Timecard - Hourly Distribution Report

Report Date: 12/01/2022

11/21/2022 - 11/27/2022 [7 days]

Report Time: 9:50:57 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
11/21/2022 Mon	401 [STW]	06:36AM	04:03PM		9.5000000	
	601 [WAW]	06:28PM	08:28PM*	11.00	1.5000000	
11/22/2022 Tue	401 [STW]	06:52AM	03:30PM	8.00	8.0000000	
11/23/2022 Wed	401 [STW]	09:22AM	03:30PM	5.75	5.7500000	
11/24/2022 Thu	402 [STH]			8.00	8.0000000	
11/25/2022 Fri	405 [STFH]			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]									142.50
6 [FH]					8.00		8.00		
401 [STW]	1[UNUSED]	23.25		23.25					
402 [STH]	1[UNUSED]	8.00		8.00					
405 [STFH]	1[UNUSED]	8.00		8.00					
601 [WAW]	1[UNUSED]	1.50		1.50					
TOTALS		40.75		40.75	8.00		8.00		195.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 11/22/2022

11/14/2022 - 11/20/2022 [7 days]

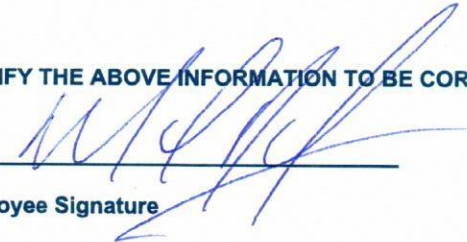
Report Time: 10:47:20 AM

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
11/14/2022 Mon	205 [POP]	07:00PM*	12:00AM*	5.00	5.0000000	
11/15/2022 Tue	205 [POP]	02:00PM*	01:00AM*	11.00	11.0000000	
11/16/2022 Wed	204 [POV]			4.00	4.0000000	
11/17/2022 Thu	205 [POP]	11:00AM*	01:00PM*	2.00	2.0000000	
11/18/2022 Fri	205 [POP]	05:00PM*	01:00AM*	8.00	8.0000000	
11/20/2022 Sun	205 [POP]	09:30PM*	01:30AM*	4.00	4.0000000	

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		4.00		21.00
3 [SICK]									115.00
6 [FH]									8.00
204 [POV]	1[UNUSED]	4.00		4.00					
205 [POP]	1[UNUSED]	30.00		30.00					
TOTALS		34.00		34.00	25.00		4.00		144.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

4 hours of vacation removed. Using No
Vacation per MG 12/1/22 ~~(+)~~

Employee Timecard - Hourly Distribution Report

Report Date: 11/28/2022

11/21/2022 - 11/27/2022 [7 days]

Report Time: 8:03:17 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
11/21/2022 Mon	205 [POP]	07:00PM*	12:00AM*	5.00	5.0000000	
11/22/2022 Tue	205 [POP]	02:00PM*	06:15PM*		4.2500000	
	205 [POP]	09:30PM*	01:00AM*	7.75	3.5000000	
11/23/2022 Wed	205 [POP]	11:00AM*	09:00PM*	10.00	10.0000000	
11/24/2022 Thu	202 [POH]				8.0000000	
	205 [POP]	08:00PM*	01:30AM*	13.50	5.5000000	
11/25/2022 Fri	205 [POP]	05:00PM*	07:00PM*		2.0000000	
	206 [POG]	07:00PM*	11:00PM*		4.0000000	
	205 [POP]	11:00PM*	12:30AM*	7.50	1.5000000	
11/26/2022 Sat	205 [POP]	04:30PM*	02:30AM*	10.00	10.0000000	
11/27/2022 Sun	205 [POP]	02:00PM*	07:45PM*		5.7500000	
	208 [PADJ]			-11.75	-17.5000000	

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
202 [POH]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	47.50		47.50					
206 [POG]	1[UNUSED]	4.00		4.00					
208 [PADJ]	1[UNUSED]	-17.50		-17.50					
TOTALS		42.00		42.00					148.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Salary
+ 4 Hours Grant Time 11-25-2022 7pm-11pm