

Summary Report.TA - No distribution

Report Date: 01/20/2026

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

Report Time: 1:18:18 PM

01/05/2026 - 01/18/2026 [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
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		75.00		1.00				4.00			80.00
PD [Police] Total:		75.00	0.00	1.00	0.00	0.00	0.00	4.00	0.00	0.00	80.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		75.00	0.00	1.00	0.00	0.00	0.00	4.00	0.00	0.00	80.00
<i>Head Count:</i>											1
Grand Total:		75.00	0.00	1.00	0.00	0.00	0.00	4.00	0.00	0.00	80.00
<i>Head Count:</i>											1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/12/2026

01/05/2026 - 01/11/2026 [7 days]

Report Time: 9:31:16 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
01/05/2026 Mon	201 [POW]	08:43AM*	11:52AM*	3.0000000		8.75
	201 [POW]	02:14PM*	08:01PM	5.7500000		
01/06/2026 Tue	201 [POW]	11:00AM*	12:00PM*	1.0000000		8.25
	201 [POW]	01:55PM	09:16PM	7.2500000		
01/07/2026 Wed	201 [POW]	03:31PM*	10:02PM*	6.5000000		6.50
01/09/2026 Fri	201 [POW]	02:32PM	11:13PM	8.7500000		8.75
01/11/2026 Sun	201 [POW]	12:10PM	01:58PM*	1.7500000		7.50
	201 [POW]	03:52PM*	09:32PM*	5.7500000		

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.00
3 [SICK]									70.50
6 [FH]									8.00
201 [POW]	1[UNUSED]	39.75		39.75					
TOTALS		39.75		39.75					238.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____

Employee Signature

X _____

Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/19/2026

01/12/2026 - 01/18/2026 [7 days]

Report Time: 8:39:12 AM

PD011 [GORHAM, MICHAEL]

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

Time Card

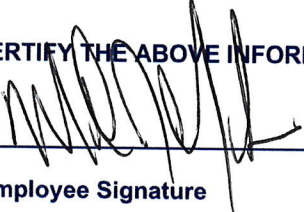
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/12/2026 Mon	201 [POW]	06:12PM*	09:22PM*	3.0000000		3.00
01/13/2026 Tue	201 [POW]	08:21AM	09:21PM	13.0000000		13.00
01/14/2026 Wed	203 [POS]			2.0000000		
	201 [POW]	02:04PM	08:02PM	6.0000000		8.00
01/16/2026 Fri	203 [POS]			2.0000000		
	201 [POW]	04:35PM*	10:31PM*	6.0000000		8.00
01/17/2026 Sat	201 [POW]	02:59PM	10:21PM	7.2500000		7.25
01/18/2026 Sun	208 [PADJ]			1.0000000		1.00

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.00
3 [SICK]					70.50		4.00		66.50
6 [FH]									8.00
201 [POW]	1[UNUSED]	35.25		35.25					
203 [POS]	1[UNUSED]	4.00		4.00					
208 [PADJ]	1[UNUSED]	1.00		1.00					

TOTALS		40.25		40.25	70.50		4.00		234.50
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Time Distribution Report.LC - Allocation of hours

Primary Sort By: Employee;DEPT(G2)

01/05/2026 - 01/11/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	14.00	0.00	14.00
AD [General Admin]	511[CW]	24.00	0.00	24.00
EL [ADMIN-ELECTION]	551[ECW]	1.50	0.00	1.50
SE [Sewer]	305[SADW]	0.25	0.00	0.25
WA [Water]	605[WADW]	0.25	0.00	0.25
AD001 [PHELAN, LORI L] Total:		40.00	0.00	40.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	29.75	0.00	29.75
PA [Parks]	101[PAW]	5.75	0.00	5.75
SE [Sewer]	305[SADW]	1.75	0.00	1.75
WA [Water]	605[WADW]	1.75	0.00	1.75
AD005 [RINIKER, MARJORIE] Total:		39.00	0.00	39.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	19.00	0.00	19.00
ST [Streets]	401[STW]	1.50	0.00	1.50
PW003 [JOHNSON, HARRY] Total:		20.50	0.00	20.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	20.75	1.75	22.50
SP [Streets Plowing]	401[STW]	1.00	0.00	1.00
WA [Water]	601[WAW]	18.25	1.50	19.75
PW007 [LARKINS, LAMONT] Total:		40.00	3.25	43.25
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	2.50	0.00	2.50
SE [Sewer]	301[SEW]	6.00	2.00	8.00
SP [Streets Plowing]	401[STW]	4.00	0.00	4.00
ST [Streets]	401[STW]	16.00	2.00	18.00
WA [Water]	601[WAW]	11.50	2.00	13.50
SP004 [MECKLEY, KEVIN] Total:		40.00	6.00	46.00
Grand Totals:		179.50	9.25	188.75

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/12/2026

01/05/2026 - 01/11/2026 [7 days]

Report Time: 9:31:15 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
01/05/2026 Mon	501 [TRW]	08:04AM	01:04PM	5.0000000		8.25
	501 [TRW]	01:32PM	04:40PM	3.2500000		
01/06/2026 Tue	501 [TRW]	08:09AM	12:17PM	4.0000000		8.25
	501 [TRW]	12:48PM	05:03PM	4.2500000		
01/07/2026 Wed	501 [TRW]	08:02AM	01:28PM	5.5000000		10.50
	501 [TRW]	02:01PM	04:25PM	2.5000000		
	501 [TRW]	06:08PM	08:48PM	2.5000000		
01/08/2026 Thu	501 [TRW]	08:04AM	04:14PM	8.2500000		8.25
01/09/2026 Fri	501 [TRW]	08:11AM	12:58PM	4.7500000		4.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									198.00
3 [SICK]									70.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					276.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

1/12-18/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Clerk						
Agendas	0.75			1.5	3.5	5.75
Minutes				3		3
Licensing						0
Timesheets & allocations	0.75	3.5				4.25
Miscellaneous-Emails, Phone calls, HeyGov, Website	1.25	2	3.5			6.75
Ordinances						0
BOT/Comm Meeting-preparation, attend, wrap up, follow up, social media			2.5	1.75		4.25
Holiday						0
Vacation						0
Sick						0
						0
Daily totals	2.75	5.5	6	6.25	3.5	
Clerk Totals						24
Treasurer						
Invoices, CC receipts		0.25			0.5	0.75
Deposits						0
Payroll-taxes, reports, WRS, W-2		2.5	4.5			7
Bank/CC reconciliation	4.5					4.5
Property Tax	1				0.75	1.75
Miscellaneous-Bank transfers, Auditor, resident questions						0
Holiday						0
Vacation						0
Sick						0
Daily totals	5.5	2.75	4.5	0	1.25	
Treasurer Totals						14
Utility						
Customer inquiry				0.5		0.5
Billing & receipting						0
SEWER only-spec project						0
WATER only-spec project						0
Miscellaneous-Forms, HeyGov, Final reads, Title Co.						0
Daily totals	0	0	0	0.5	0	
Sewer total						0.25
Water total						0.25
Election						
WisVote Administration				1.5		1.5
Daily totals	0	0	0	1.5	0	
Election Totals						1.5
Daily totals	8.25	8.25	10.5	8.25	4.75	
Total ho						40

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/12/2026

01/05/2026 - 01/11/2026 [7 days]

Report Time: 9:31:15 AM

AD005 [RINIKER, MARJORIE]			
Employee ID	AD005	DEPT(G2)	AD
Pay Type	3	Last Name	RINIKER
		Pay Policy	700
		First Name	MARJORIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/05/2026 Mon	701 [ADSW]	07:58AM	02:15PM	6.2500000		8.25
	701 [ADSW]	02:49PM	04:39PM	2.0000000		
01/06/2026 Tue	701 [ADSW]	07:49AM	01:32PM	5.7500000		10.75
	701 [ADSW]	02:11PM	04:29PM	2.2500000		
01/07/2026 Wed	701 [ADSW]	06:15PM	09:01PM	2.7500000		8.00
	701 [ADSW]	07:52AM	02:07PM	6.2500000		
01/08/2026 Thu	701 [ADSW]	03:04PM	04:41PM	1.7500000		8.00
	701 [ADSW]	07:56AM	12:59PM	5.0000000		
01/09/2026 Fri	701 [ADSW]	01:34PM	04:29PM	3.0000000		8.00
	701 [ADSW]	07:55AM	12:00PM	4.0000000		

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									112.00
3 [SICK]									40.50
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	39.00		39.00					
TOTALS		39.00		39.00					160.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker
Employee Signature

x Lori L. Rhede
Supervisor Signature

Marj Riniker

Week of

1/5/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.25	0.5	0.25	0.25		1.25
Invoices	0.25	1	2	0.5		3.75
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		0.75	1.5	0.75	0.25	3.25
Social Media (create content, monitor accts, posting)	0.75	2		1.75	0.5	5
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	2.25	2	0.75	2.75	2.75	10.5
meetings - inperson or online						0
Clerk/treasurer				0.5		0.5
grant work						0
Property tax	4	0.5	0.75	0.25		5.5
Elections						0
PTO						0
Daily totals	7.5	6.75	5.25	6.75	3.5	
Admin/Deputy Totals						29.75
Park/Rec						
Event planning		0.75				0.75
Meetings/prep		2.75	2	0.25		5
Social Media						0
Daily totals	0	3.5	2	0.25	0	
Park/Rec Totals						5.75
Utility						
Billing	0.75	0.5	0.75	1	0.5	3.5
Pub Works - water						0
Daily totals	0.75	0.5	0.75	1	0.5	
Utility Totals						3.5
Daily totals	8.25	10.75	8	8	4	
Total hours						39

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/12/2026

01/05/2026 - 01/11/2026 [7 days]

Report Time: 9:31:16 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
01/05/2026 Mon	401 [STW]	08:02AM	12:04PM	4.0000000		4.00
01/06/2026 Tue	401 [STW]	08:01AM	12:26PM	4.5000000		4.50
01/07/2026 Wed	401 [STW]	08:02AM	12:05PM	4.0000000		4.00
01/08/2026 Thu	401 [STW]	08:07AM	12:02PM	4.0000000		4.00
01/09/2026 Fri	401 [STW]	08:05AM	12:04PM	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]	20.50		20.50					

TOTALS

20.50

20.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 1/5 fixed front door stop, started painting room 201
 Tues 1/6 salted sidewalks, painted room 201
 Wed 1/7 swept gym floor, worked on room 201
 Thurs 1/8 worked on room 201
 Fri 1/9 unplug drain in piano room, cleaned bathrooms,
 Mopped floors

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/12/2026

01/05/2026 - 01/11/2026 [7 days]

Report Time: 9:31:16 AM

PW007 [LARKINS, LAMONT]

Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/05/2026 Mon	301 [SEW]	05:45AM	02:15PM	8.5000000		8.50
01/06/2026 Tue	301 [SEW]	05:58AM	11:34AM	5.5000000		
01/07/2026 Wed	301 [SEW]	12:04PM	02:30PM	2.5000000		8.00
	301 [SEW]	05:58AM	12:08PM	6.2500000		
01/08/2026 Thu	301 [SEW]	12:38PM	02:30PM	1.7500000		
	301 [SEW]	06:17PM	08:54PM	2.7500000		10.75
	301 [SEW]	05:53AM	11:39AM	5.7500000		
01/09/2026 Fri	301 [SEW]	12:09PM*	02:37PM*	2.2500000		8.00
	301 [SEW]	06:56AM	12:08PM	4.7500000	0.5000000	
	301 [SEW]	12:40PM	03:30PM		2.7500000	8.00

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									80.00
3 [SICK]									24.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	3.25	43.25					
TOTALS		40.00	3.25	43.25					112.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log January 5-9

Monday 01/05/2025:

Water Daily operations, working with contractor, EMOR- 5 hours

Sewer Daily operations - 3 hours

Tuesday 01/06/2025:

Water Daily Operations, EMOR - 2 hours

Sewer Daily Operations - 5 hours

Salted roads - 1 hour

Wednesday 01/07/2025:

Water Daily Operations, working with contractor - 4 hours

Sewer Daily Operations - 4 hours

PWS+H Conn Mts 2.75 hrs

Thursday 01/08/2026:

Water Daily Operations, working with contractor -3 hours

Sewer Daily Operations, working with contractor- 5 hours

Friday 01/09/2026:

Water Daily Operations, LSLI - 3 hours

Sewer Daily Operations, cleaning sewer plant- 5 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/12/2026

01/05/2026 - 01/11/2026 [7 days]

Report Time: 9:31:16 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
01/05/2026 Mon	401 [STW]	06:56AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:29PM	3.0000000		
01/06/2026 Tue	401 [STW]	06:57AM	12:00PM	5.0000000		10.50
	401 [STW]	12:26PM	03:30PM	3.0000000		
	401 [STW]	06:17PM	08:41PM	2.5000000		
01/07/2026 Wed	401 [STW]	06:56AM	12:00PM	5.0000000		8.00
	401 [STW]	12:26PM	03:30PM	3.0000000		
01/08/2026 Thu	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:29PM	3.0000000		
01/09/2026 Fri	401 [STW]	06:58AM	12:00PM	5.0000000		7.50
	401 [STW]	12:26PM	02:58PM	0.5000000	2.0000000	
01/10/2026 Sat	301 [SEW]	07:30AM	09:30AM*		2.0000000	2.00
01/11/2026 Sun	601 [WAW]	08:56AM	10:56AM*		2.0000000	2.00

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									100.00
3 [SICK]									48.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	2.00	42.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	6.00	46.00					156.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday January 5th 2026

Picked up trees – 2 hours

Loaded salt bins – 1 hour

Shop work – 3 hours

Read Wis study guide – 2 hours

Tuesday January 6th 2026

Salted – 3 hours

Loaded salt – 1 hour

Picked up trees – 1 hour

Shop work – 3 hours

Park N Rec meeting – 2 hours

Wednesday January 7th 2026

Helped with water shut off – 2 hours

Installed water meter – 2 hours

Water leake – 4 hours

Thursday January 8th 2026

Worked at treatment plant – 4 hours

Worked in shop – 4 hours

Friday January 9th 2026

Installed water meter – 1 hour

Water line locate – 3 hours

Worked with Lamont – 3 hours

Saturday January 10th 2026

Weekend rounds – 2 hours

Sunday January 11th 2026

Weekend rounds – 2 hours

Time Distribution Report.LC - Allocation of hours

Report Date: 01/20/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:17:09 PM

01/12/2026 - 01/18/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	10.50	0.00	10.50
AD [General Admin]	511[CW]	25.50	0.00	25.50
SE [Sewer]	305[SADW]	1.25	0.00	1.25
WA [Water]	605[WADW]	1.25	0.00	1.25
AD001 [PHELAN, LORI L] Total:		38.50	0.00	38.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	27.25	0.00	27.25
PA [Parks]	101[PAW]	1.75	0.00	1.75
SE [Sewer]	305[SADW]	1.75	0.00	1.75
WA [Water]	605[WADW]	2.25	0.00	2.25
AD005 [RINIKER, MARJORIE] Total:		33.00	0.00	33.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	18.50	0.00	18.50
SP [Streets Plowing]	401[STW]	2.25	0.00	2.25
PW003 [JOHNSON, HARRY] Total:		20.75	0.00	20.75
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	20.75	3.50	24.25
SP [Streets Plowing]	401[STW]	0.00	5.25	5.25
ST [Streets]	401[STW]	1.50	0.00	1.50
WA [Water]	601[WAW]	17.75	3.00	20.75
PW007 [LARKINS, LAMONT] Total:		40.00	11.75	51.75
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	1.00	0.00	1.00
SE [Sewer]	301[SEW]	7.50	0.00	7.50
SP [Streets Plowing]	401[STW]	11.00	4.00	15.00
ST [Streets]	401[STW]	12.00	0.00	12.00
WA [Water]	601[WAW]	8.50	0.00	8.50
SP004 [MECKLEY, KEVIN] Total:		40.00	4.00	44.00
Grand Totals:		172.25	15.75	188.00

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/19/2026

01/12/2026 - 01/18/2026 [7 days]

Report Time: 8:39:11 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
01/12/2026 Mon	501 [TRW]	07:57AM	11:45AM*	3.7500000		7.75
	501 [TRW]	12:45PM*	04:44PM	4.0000000		
01/13/2026 Tue	501 [TRW]	08:04AM	11:09AM	3.2500000		11.00
	501 [TRW]	11:47AM	03:42PM	4.0000000		
	501 [TRW]	05:36PM	09:17PM	3.7500000		
01/14/2026 Wed	501 [TRW]	07:58AM	12:43PM	4.7500000		7.50
	501 [TRW]	01:45PM	04:32PM	2.7500000		
01/15/2026 Thu	501 [TRW]	07:54AM	10:01AM	2.0000000		6.50
	501 [TRW]	11:56AM	04:31PM	4.5000000		
01/16/2026 Fri	501 [TRW]	07:54AM	12:00PM	4.0000000		4.00
01/17/2026 Sat	501 [TRW]	01:54PM*	03:48PM	1.7500000		1.75

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									198.00
3 [SICK]									70.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	38.50		38.50					

TOTALS		38.50		38.50					276.75
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

1/12-18/2026		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total hrs
Clerk								
Agendas	0.75				0.75			1.5
Minutes		1			1.5			2.5
Licensing	3	1.5	2					6.5
Timesheets & allocations	1.25							1.25
Miscellaneous-Emails, Phone calls	1	1.5	1.25	0.75	1.25			5.75
Ordinances			0.5	1.25				1.75
BOT/Comm Meeting-preparation, attend, wrap up, follow up, social media		4.5	1.75					6.25
Holiday								0
Vacation								0
Sick								0
								0
Daily totals	6	8.5	5.5	4.25	1.25	0		
Clerk Totals								25.5
Treasurer								
Invoices, CC receipts						0.25		0.25
Deposits		1				1		2
Payroll-taxes, reports, WRS, W-2							1.75	1.75
Bank/CC reconciliation		0.5				0.5		1
Property Tax	1.75	0.5	1	1				4.25
Miscellaneous-Bank transfers, Auditor, resident questions		0.5			0.25	0.5		1.25
Holiday								0
Vacation								0
Sick								0
Daily totals	1.75	2.5	1	1.25	2.25	1.75		
Treasurer Totals								10.5
Utility								
Customer inquiry								0
Billing & receipting								0
SEWER only-spec project								0
WATER only-spec project								0
Miscellaneous-Forms, HeyGov, Final reads, Title Co.			1	1	0.5			2.5
Daily totals	0	0	1	1	0.5	0		
Sewer total								1.25
Water total								1.25
Daily totals	7.75	11	7.5	6.5	4	1.75		
Total hours								38.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/19/2026

01/12/2026 - 01/18/2026 [7 days]

Report Time: 8:39:12 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
01/12/2026 Mon	701 [ADSW]	07:46AM	01:03PM	5.2500000		5.25
01/13/2026 Tue	701 [ADSW]	08:01AM	12:23PM	4.5000000		
	701 [ADSW]	01:13PM	04:38PM	3.5000000		8.00
01/14/2026 Wed	701 [ADSW]	07:58AM	01:54PM	6.0000000		
	701 [ADSW]	02:41PM	04:32PM	1.7500000		7.75
01/15/2026 Thu	701 [ADSW]	07:55AM	01:38PM	5.7500000		
	701 [ADSW]	02:10PM	04:31PM	2.2500000		8.00
01/16/2026 Fri	701 [ADSW]	07:54AM	12:01PM	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
2 [VACA]									112.00
3 [SICK]									40.50
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	33.00		33.00					

TOTALS		33.00		33.00					160.50
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Marj Riniker

Week of

1/12/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.25	0.25	0.5	0.5	0.25	1.75
Invoices			0.25	0.75	0.25	1.25
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.5	0.5	0.5	0.75	0.25	2.5
Social Media (create content, moniter accts, posting)	0.5	0.5	0.75	0.5	0.25	2.5
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	3.25	1.75	3.75	2	2.25	13
meetings - inperson or online						0
Clerk/treasurer				0.25		0.25
grant work			0.5			0.5
Property tax	0.25	4.25	0.5	0.25	0.25	5.5
Elections						0
PTO						0
Daily totals	4.75	7.25	6.75	5	3.5	27.25
Admin/Deputy Totals						27.25
Park/Rec						
Event planning						0
Meetings/prep						0
Social Media				1.75		1.75
Daily totals	0	0	0	1.75	0	
Park/Rec Totals						1.75
Utility						
Billing	0.5	0.75	1	1.25	0.5	4
Pub Works - water				0.75		0.75
Daily totals	0.5	0.75	1	1.25	0.5	
Utility Totals						4
Daily totals	5.25	8	7.75	8	4	
Total hours						33

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/19/2026

01/12/2026 - 01/18/2026 [7 days]

Report Time: 8:39:12 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
01/12/2026 Mon	401 [STW]	08:04AM	12:08PM	4.2500000		4.25
01/13/2026 Tue	401 [STW]	08:02AM	12:03PM	4.0000000		4.00
01/14/2026 Wed	401 [STW]	08:04AM	12:15PM	4.2500000		4.25
01/15/2026 Thu	401 [STW]	08:05AM	11:54AM	4.0000000		4.00
01/16/2026 Fri	401 [STW]	07:47AM	12:02PM	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]	20.75		20.75					
TOTALS		20.75		20.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 1/12 Swept gym floor, painted trim in room 201
 Tues 1/13 cleaned board room, touched up paint and removed tape
 Cleaned door handles
 Wed 1/14 Plowed & salted sidewalks, replaced light bulbs in piano room
 Cleaned room 201
 Thurs 1/15 worked at RCC, New leaves at south entrance
 Fri 1/16 Plowed & salted side walk & handicap area, worked at RCC

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/19/2026

01/12/2026 - 01/18/2026 [7 days]

Report Time: 8:39:12 AM

PW007 [LARKINS, LAMONT]

Employee ID PW007	DEPT(G2) PW	Pay Policy 300
Pay Type 3	Last Name LARKINS	First Name LAMONT

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/12/2026 Mon	301 [SEW]	05:59AM	11:35AM	5.5000000		8.50
	301 [SEW]	12:09PM	03:15PM*	3.0000000		
01/13/2026 Tue	301 [SEW]	05:55AM	12:21PM	6.2500000		11.50
	301 [SEW]	12:50PM	03:30PM	2.7500000		
	301 [SEW]	06:45PM	09:15PM	2.5000000		
01/14/2026 Wed	301 [SEW]	06:49AM	02:45PM	8.0000000		8.00
01/15/2026 Thu	301 [SEW]	08:12AM	12:10PM	4.0000000		6.00
	301 [SEW]	12:42PM	02:43PM	2.0000000		
01/16/2026 Fri	301 [SEW]	05:57AM	12:02PM	6.0000000		8.25
	301 [SEW]	12:30PM	02:44PM		2.2500000	
01/17/2026 Sat	301 [SEW]	07:45AM	10:00AM		2.2500000	7.50
	301 [SEW]	01:23PM	06:38PM		5.2500000	
01/18/2026 Sun	301 [SEW]	07:11AM	09:11AM*		2.0000000	2.00

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									80.00
3 [SICK]									24.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	11.75	51.75					
TOTALS		40.00	11.75	51.75					112.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log January 12-18

Monday 01/12/2025:

Water Daily operations, LSLI – 4 hours

Sewer Daily operations – 3 hours

Delta – 1.5 hours

Tuesday 01/13/2025:

Water Daily Operations, Water meters – 4 hours

Sewer Daily Operations – 3 hours

Locates – 2 hours

Board Meeting – 2.5 hours

Wednesday 01/14/2025:

Water Daily Operations, water repair – 4 hours

Sewer Daily Operations - 4 hours

Thursday 01/15/2026:

Water Daily Operations -2 hours

Sewer Daily Operations, EMOR- 4 hours

Friday 01/16/2026:

Water Daily Operations – 3 hours

Sewer Daily Operations, cleaning sewer plant- 5 hours

Saturday 01/17/26:

System checks – 2 hours

Snow removal – 5.5 hours

Sunday 01/18/26:

System checks – 2 hours

Monday January 12th 2026

Picked up trees – 2 hours

Worked at treatment plant – 2 hours

Changed dog waste garbage – 1 hour

Worked in shop – 3 hours

Tuesday January 13th 2026

Installed water meters – 4 hours

Took down Christmas lights – 2 hours

Locates – 2 hours

Wednesday January 14th 2026

Salted – 2 hours

Loaded salt – 1 hour

Waterline repair – 3 hours

Installed water meters – 2 hours

Thursday January 15th 2026

Rounds and treatment plant – 3 hours

Picked up trees – 1 hour

Worked in shop – 4 hours

Friday January 16th 2026

Plowed snow – 5 hours

Cleaned up curbs and CC – 3 hours

Saturday January 17th 2026

Plowed snow – 4 hours