

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

Report Date: 08/08/2024

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

Report Time: 12:11:35 PM

07/22/2024 - 08/04/2024 [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]			51.00				16.00	13.00		13.00	93.00
PD [Police] Total:		0.00	51.00	0.00	0.00	0.00	16.00	13.00		13.00	93.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		0.00	51.00	0.00	0.00	0.00	16.00	13.00		13.00	93.00
<i>Head Count:</i>											1
Grand Total:		0.00	51.00 ✓	0.00	0.00	0.00	16.00 ✓	13.00 ✓		13.00 ✓	93.00 ✓
<i>Head Count:</i>											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/29/2024

07/22/2024 - 07/28/2024 [7 days]

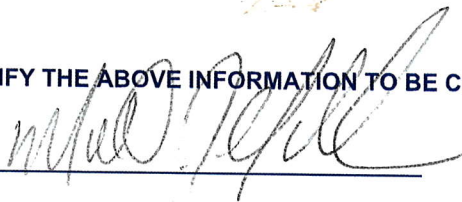
Report Time: 9:24:27 AM

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/22/2024 Mon	203 [POS]			8.0000000		8.00
07/23/2024 Tue	205 [POP]	11:00AM*	06:30PM*	7.5000000		
	205 [POP]	09:00PM*	11:00PM*	2.0000000		9.50
07/24/2024 Wed	206 [POG]	03:00PM*	08:00PM*	5.0000000		
	205 [POP]	08:00PM*	10:00PM*	2.0000000		7.00
07/25/2024 Thu	204 [POV]			8.0000000		8.00
07/26/2024 Fri	205 [POP]	05:00PM*	12:30AM*	7.5000000		7.50
07/27/2024 Sat	205 [POP]	06:30PM*	12:30AM*	6.0000000		6.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					73.25		8.00		65.25
3 [SICK]					161.00		8.00		153.00
6 [FH]									8.00
203 [POS]	1[UNUSED]	8.00		8.00					
204 [POV]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	25.00		25.00					
206 [POG]	1[UNUSED]	5.00		5.00					
TOTALS		46.00		46.00	234.25		16.00		226.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  Employee Signature

X _____ Supervisor Signature

7/24/2024 - 3:00 p.m. - 8:00 p.m. Grant. - County Reimburse
 7/27/2024 - 7/28/2024 - Actual Hours 6:30 P.M. - 4:30 AM.
 At 12:30 a.m. Assist IC50 South of Ridgeway with
 High Risk Felony Arrest Stop.
 2:00 A.M. - Domestic in Arena Township
 3:00 A.M. - Assisted Arena EMS with Medical
 Call.
 Did not Charge the Village

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/05/2024

07/29/2024 - 08/04/2024 [7 days]

Report Time: 8:28:46 AM

PD011 [GORHAM, MICHAEL]

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

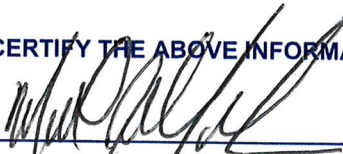
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/30/2024 Tue	203 [POS]			5.0000000		
	205 [POP]	05:00PM*	11:00PM*	6.0000000		11.00
07/31/2024 Wed	205 [POP]	05:00PM*	01:00AM*	8.0000000		8.00
08/01/2024 Thu	205 [POP]	03:00PM*	12:00AM*	9.0000000		9.00
08/02/2024 Fri	205 [POP]	12:00PM*	03:00PM*	3.0000000		
	206 [POG]	06:00PM*	01:00AM* 2:00 AM	7.0000000		10.00
08/03/2024 Sat	204 [POV]			8.0000000		8.00
08/04/2024 Sun	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]					65.25		8.00		57.25
3 [SICK]					153.00	4.00	5.00		152.00
6 [FH]									8.00
203 [POS]	1[UNUSED]	5.00		5.00					
204 [POV]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	26.00		26.00					
206 [POG]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]								
TOTALS		47.00 46.00		47.00 46.00	218.25	4.00	13.00		217.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Fri 8-2-2024 - 6:00 p.m. - 2:00 am Grant

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/05/2024

07/29/2024 - 08/04/2024 [7 days]

Report Time: 8:28:46 AM

PW005 [PETERSON, DALE]					
Employee ID	PW005	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	PETERSON	First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
*** NO DATA TO DISPLAY ***						

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									8.00
TOTALS									8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Via Text:
Helped onsite w/ Braden ✓
8/2/24 8a - 1p

Mike Phelan

7-22-8:30-10:30-2

7-23-8:30-12:30-4

7-24- off

7-25-8:30-12:30-4

7-26-8:30-11:30-3

Total - 13

27 Hrs.

16 hrs

11 hrs

~~Streets~~

Park

Mike Phelan

7-31 - 9:00 - 4:00 - 7

8-1 - 8:30 - 12:30 - 4

8-2 - 8:30 - 11:30 - 3

14

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

Report Date: 08/08/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 12:12:18 PM

07/22/2024 - 08/04/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	32.25 ✓	0.00	32.25
AD [General Admin]	604[TRV]	15.00 ✓	0.00	15.00
AD [General Admin]	511[CW]	19.25 ✓	0.00	19.25
EL [ADMIN-ELECTION]	551[ECW]	4.00 ✓	0.00	4.00
SE [Sewer]	305[SADW]	1.00 ✓	0.00	1.00
WA [Water]	605[WADW]	1.00 ✓	0.00	1.00
AD001 [PHELAN, LORI L] Total:		72.50	0.00	72.50 ✓
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	57.00 ✓	0.00	57.00
DC [Deputy Clerk]	514[CV]	4.00 ✓	0.00	4.00
SE [Sewer]	305[SADW]	5.00 ✓	0.00	5.00
WA [Water]	605[WADW]	6.00 ✓	0.00	6.00
AD004 [CUSHMAN, SHYANNE] Total:		72.00	0.00	72.00 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	3.50 ✓	0.00	3.50
PA [Parks]	101[PAW]	14.50 ✓	0.00	14.50
ST [Streets]	401[STW]	23.75 ✓	0.00	23.75
PW003 [JOHNSON, HARRY] Total:		41.75	0.00	41.75 ✓
Employee: SP003 [LOSBY, BRADEN]				
PA [Parks]	101[PAW]	1.75 ✓	0.00	1.75
SE [Sewer]	301[SEW]	42.75 ✓	5.00 ✓	47.75
ST [Streets]	401[STW]	18.00 ✓	2.75 ✓	20.75
WA [Water]	601[WAW]	17.50 ✓	4.00 ✓	21.50
SP003 [LOSBY, BRADEN] Total:		80.00	11.75	91.75 ✓
Grand Totals:		266.25	11.75	278.00

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/05/2024

07/29/2024 - 08/04/2024 [7 days]

Report Time: 8:28:46 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
07/29/2024 Mon	501 [TRW]	07:56AM	12:03PM	4.0000000		8.00
	501 [TRW]	12:29PM	04:33PM	4.0000000		
07/30/2024 Tue	501 [TRW]	08:05AM	12:47PM	4.7500000		7.75
	501 [TRW]	01:25PM	04:30PM	3.0000000		
07/31/2024 Wed	501 [TRW]	07:58AM	09:10AM	1.2500000		6.75
	501 [TRW]	11:19AM	04:44PM	5.5000000		
08/01/2024 Thu	501 [TRW]	07:59AM	01:25PM	5.5000000		9.50
	501 [TRW]	02:00PM	05:54PM	4.0000000		
08/02/2024 Fri	501 [TRW]	07:59AM	12:15PM	4.2500000		4.25

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									69.00
3 [SICK]					13.00	4.00			17.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.25		36.25					
TOTALS		36.25		36.25	13.00	4.00			94.00

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 July 29-August 2, 2024

Monday

- TID Loan info/Ehlers/FSB/Auditor
- Adj JE
 - Record 2023 taxes due 2024
 - TID entries
- Emails
- Search/order printer ink

Tuesday

- Update/verify utility rates (2 hrs)
- Email paystubs
- Prepare/send Special Assessment letters
- Budget Status prepared and sent to Ehlers
- Draft agendas
 - BOT
 - Plan Comm
- Send agendas to MC for review/approval

Wednesday

- Agenda additions
- Add form to website
- Allocating timesheets
- Municode-meeting templates
- Credit card reconciliation
 - Schedule online payment
- Begin GF bank reconciliation
 - Mark transactions
- Meet w/Jotform

Thursday

- Agendas
 - Amend FC
 - Update draft BOT
- Emails
- Bank reconciliations
- PWS&H Committee Meeting

Friday

- Tri-State Windows
- PWS&H Draft Minutes
- Enter checks
- BOT meeting agenda
 - Finish
 - Publish and Post
- Sick Time accrual in WH

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/29/2024

07/22/2024 - 07/28/2024 [7 days]

Report Time: 9:24:26 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
07/22/2024 Mon	501 [TRW]	07:58AM	01:00PM	5.0000000		8.00
	501 [TRW]	01:27PM	04:29PM	3.0000000		
07/23/2024 Tue	501 [TRW]	08:00AM	01:00PM*	5.0000000		8.00
	501 [TRW]	01:30PM*	04:30PM*	3.0000000		
07/24/2024 Wed	504 [TRV]			4.0000000		8.25
	501 [TRW]	08:00AM	12:17PM	4.2500000		
07/25/2024 Thu	504 [TRV]			8.0000000		8.00
07/26/2024 Fri	504 [TRV]			3.0000000		4.00
	501 [TRW]	11:56AM	12:57PM	1.0000000		

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					84.00		15.00		69.00
3 [SICK]									13.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	21.25		21.25					
504 [TRV]	1[UNUSED]	15.00		15.00					

TOTALS		36.25		36.25	84.00		15.00		90.00
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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 July 22-26, 2024

Monday

- Review/Print/distribute timesheets
- Complete Reclassifying Audit JE's
- Update Comm Ctr rental forms/fees
- ✓ ● Prepare PWS&H Comm Meeting Agenda
- Timesheet allocations
- FOIA emails/clerk list/County

Tuesday

- FOIA emails
- Bank deposit
- ✓ ● Enter invoices & CC receipts
- Meet w/Errin-Connect Comm
- Timesheet allocations
- Election cartridges pick up @ County
- Process payroll

Wednesday

- Emails
- Finish Payroll
 - Post in WH
 - ✓ ○ Submit/pay 941& W6
 - Process/pay WRS
- Election (2 hrs)
 - Staffing
 - ICE Pre-lat
- Vacation 4 hrs

Thursday

- ✓ ● Vacation 8 hrs

Friday

- ✓ ● Election Training (1 hr)
- Vacation 3 hrs



Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/29/2024

07/22/2024 - 07/28/2024 [7 days]

Report Time: 9:24:27 AM

AD004 [CUSHMAN, SHYANNE]

Employee ID	AD004	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/22/2024 Mon	511 [CW]	08:01AM	12:12PM	4.2500000		8.00
	511 [CW]	12:42PM	04:30PM	3.7500000		
07/23/2024 Tue	511 [CW]	07:58AM	12:30PM	4.5000000		8.00
	511 [CW]	01:01PM	04:30PM	3.5000000		
07/24/2024 Wed	511 [CW]	07:58AM	11:43AM	3.7500000		8.00
	511 [CW]	12:13PM	04:30PM	4.2500000		
07/25/2024 Thu	511 [CW]	07:59AM	01:41PM	5.7500000		8.00
	511 [CW]	02:11PM	04:31PM	2.2500000		
07/26/2024 Fri	511 [CW]	07:56AM	11:58AM	4.0000000		4.00

Summary - AD004 [CUSHMAN, SHYANNE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									92.00
3 [SICK]									28.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					

TOTALS		36.00		36.00					128.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Shyanne Cushman
Employee Signature

X _____
Supervisor Signature

Time Distribution 7/22/24-7/26/24

Monday

- Utility Payments (1.5 hours)
- Social Posting
- Veterans Memorial
- Catching up from being gone
- Cyber Security Grant Webinar
- Library Book Donations
- Car Show
- Vent Fan for Concession Stand
- Community Building Rentals/Park Rentals

Tuesday

- Utility Payments/Late Fees (1hour)
- Veterans Memorial
- Car Show
- Connect Communities Meeting
- Social Posting
- Library Carpet Sign
- Dog Licensing

Wednesday

- Utility Payments (30 min)
- Water - DNR Letter (45 min)
- Social Posting
- Veterans Memorial
- Car Show

Thursday

- Library Carpet Project
- Utility Payments (10 min)
- Veterans Memorial
- Car Show

Friday

- Social Posting
- Veterans Memorial
-

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/05/2024

07/29/2024 - 08/04/2024 [7 days]

Report Time: 8:28:46 AM

AD004 [CUSHMAN, SHYANNE]

Employee ID	AD004	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

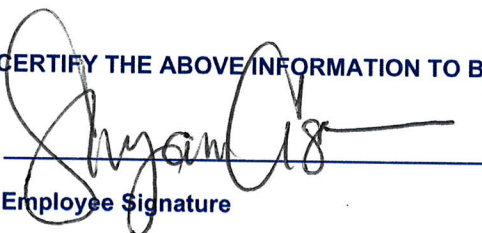
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/29/2024 Mon	511 [CW]	07:57AM	12:57PM	5.0000000		8.00
	511 [CW]	01:27PM	04:30PM	3.0000000		
07/30/2024 Tue	511 [CW]	07:59AM	12:07PM	4.0000000		8.75
	511 [CW]	12:37PM	05:17PM	4.7500000		
07/31/2024 Wed	511 [CW]	07:57AM	01:12PM	5.2500000		8.00
	511 [CW]	01:43PM	04:30PM	2.7500000		
08/01/2024 Thu	511 [CW]	07:57AM	03:15PM	7.2500000		7.25
08/02/2024 Fri	514 [CV]			4.0000000		4.00

Summary - AD004 [CUSHMAN, SHYANNE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					92.00		4.00		88.00
3 [SICK]					28.00	4.00			32.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	32.00		32.00					
514 [CV]	1[UNUSED]	4.00		4.00					
TOTALS		36.00		36.00	120.00	4.00	4.00		128.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Time Distribution 7/29/24 - 8/2/24

Monday

- Utility Payments/Billing (4 hours)
- Water - DNR Letter (15 min)
- ✓ • Veterans Memorial
- Social Posting
- Dog License
- Cyber Security Grant

Tuesday

- Utility Payments (15 min)
- Veterans Memorial
- ✓ • Car Show
- Bruce Company Meeting (3 hours)
- Social Posting

Wednesday

- Street Permit
- Utility Billing (1.5 hours)
- ✓ • Veterans Memorial
- Social Posting
- Veterans Memorial Donation Cans

Thursday

- Utility Payments/Direct Payments/reconnection fee/bill reversal/Move-in/Move out (1.5 hours)
- ✓ • Veterans Memorial
- Home Talent Game
- Social Posting

Friday Vacation

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/29/2024

07/22/2024 - 07/28/2024 [7 days]

Report Time: 9:24:27 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
07/22/2024 Mon	401 [STW]	08:11AM	12:42PM	4.5000000		4.50
07/23/2024 Tue	401 [STW]	08:05AM	12:56PM	5.0000000		5.00
07/24/2024 Wed	401 [STW]	08:06AM	12:37PM	4.5000000		4.50
07/25/2024 Thu	401 [STW]	08:06AM	12:48PM	4.7500000		4.75
07/26/2024 Fri	401 [STW]	08:10AM	12:54PM	4.7500000		4.75

Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	23.50		23.50					
TOTALS		23.50		23.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*

Employee Signature

x _____

Supervisor Signature

Mon 7/22 Worked on New Holland tractor, Mowed green shed, Cardinal Way Pond, East of RCC, stocked bathrooms

Tues 7/23 Worked on New Holland, Mowed behind RCC, Volleyball area, dog park & Village shop

Wed 7/24 Mowed by Bruce bases, Mowed across from church part of park, along HHH

Thurs 7/25 Dragged Home Talent field, Mowed both ball parks & part of park & play grounds

Fri 7/26 Put up back rack & cleared drain in adder room Mowed across from Bedger Mart, Park parking lot, outside of Ball fields, Dragged Home Talent field

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/05/2024

07/29/2024 - 08/04/2024 [7 days]

Report Time: 8:28:46 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
07/30/2024 Tue	401 [STW]	08:04AM	12:16PM	4.2500000		4.25
07/31/2024 Wed	401 [STW]	08:05AM	12:49PM	4.7500000		4.75
08/01/2024 Thu	401 [STW]	08:07AM	01:02PM	5.0000000		5.00
08/02/2024 Fri	401 [STW]	08:07AM	12:18PM	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]	18.25		18.25					
TOTALS		18.25		18.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x _____
Supervisor Signature

30 Tues Mowed Village green, Volley Ball area, part of Park, West end of Village, Well #1

Wed 7/31 Emptied garbage at Park, Mowed along HHH Ficus tation, green shed, cardinal wax pond

Thurs 8/1 chck vacuum cleaner belt, Mowed RCC lawn part of Park, across from church

Fri 8/2 Mowed across from Budget Mart & Lot to it corner of 18/157 & HHH, Park parking area, playground outside of bag park fence

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/29/2024

07/22/2024 - 07/28/2024 [7 days]

Report Time: 9:24:27 AM

SP003 [LOSBY, BRADEN]

Employee ID	SP003	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

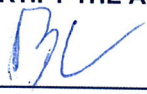
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/22/2024 Mon	401 [STW]	06:56AM	11:57AM	5.0000000		8.00
	401 [STW]	12:36PM	03:33PM	3.0000000		
07/23/2024 Tue	401 [STW]	06:55AM	12:11PM	5.2500000		7.75
	401 [STW]	12:42PM	03:17PM	2.5000000		
07/24/2024 Wed	401 [STW]	06:57AM	11:23AM	4.5000000		8.25
	401 [STW]	11:59AM	03:40PM	3.7500000		
07/25/2024 Thu	401 [STW]	06:55AM	03:44PM	8.7500000		8.75
07/26/2024 Fri	401 [STW]	06:55AM	03:03PM	7.2500000	0.7500000	8.00
07/27/2024 Sat	301 [SEW]	11:56AM	01:56PM*		2.0000000	2.00
07/28/2024 Sun	601 [WAW]	09:50AM	11:50AM*		2.0000000	2.00

Summary - SP003 [LOSBY, BRADEN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									46.25
3 [SICK]									33.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	0.75	40.75					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	4.75	44.75					88.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Weekly Work Log July 22 – July 28 2024

Braden Losby

Monday July 22 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Cleaning skimmers and screen. – 2 hours

Pumping sludge. – 2 hours

Spraying weeds at wwtp. – 2 hours

Tuesday July 23 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Meeting with mhtc and Dennis to get fiber in shop and get new laptop set up. – 3 hours

Meeting with floor coating company for concession stand floor. – 1 hour

Working on new holland tractor for cooling issue. – 2 hours

Wednesday July 24 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Looking into hole on main street. – 1 hour

Meter reads. – 3 hours

Working on sump pump at school. – 2 hours

Thursday July 25 2024:

Daily rounds. – 2 hours

✓ Working on Lead Service Inventory. – 3 hours

Meeting with tree company about trees on cardinal way. – 1.75 hours

Cleaning screen and skimmers. – 2 hours

Friday July 26 2024:

Daily rounds. – 2 hours

✓ Picking up breaker from rock corey and filling in hole on main st. – 2 hours

Cleaning both clarifiers. – 4 hours

Saturday July 27 2024:

✓ Weekend rounds. – 2 hours

Sunday July 28 2024:

✓ Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/05/2024

07/29/2024 - 08/04/2024 [7 days]

Report Time: 8:28:46 AM

SP003 [LOSBY, BRADEN]

Employee ID SP003	DEPT(G2) ST	Pay Policy 400
Pay Type 3	Last Name LOSBY	First Name BRADEN

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/29/2024 Mon	401 [STW]	06:55AM	12:06PM	5.0000000		8.00
	401 [STW]	12:32PM	03:31PM	3.0000000		
07/30/2024 Tue	401 [STW]	06:56AM	11:46AM	4.7500000		8.00
	401 [STW]	12:26PM	03:40PM	3.2500000		
07/31/2024 Wed	401 [STW]	06:57AM	11:56AM	5.0000000		8.00
	401 [STW]	12:32PM	03:29PM	3.0000000		
08/01/2024 Thu	401 [STW]	06:55AM	12:02PM	5.0000000		8.00
	401 [STW]	12:36PM	03:29PM	3.0000000		
08/02/2024 Fri	401 [STW]	06:56AM	03:15PM*	8.0000000	0.2500000	8.25
08/03/2024 Sat	301 [SEW]	10:11AM	12:11PM*		2.0000000	2.00
08/04/2024 Sun	601 [WAW]	08:18AM	10:18AM*		2.0000000	4.75
	401 [STW]	07:14PM*	10:04PM*		2.7500000	

Summary - SP003 [LOSBY, BRADEN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									46.25
3 [SICK]					33.75	4.00			37.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	3.00	43.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	7.00	47.00	33.75	4.00			92.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *BL*

Employee Signature

X _____

Supervisor Signature

Weekly Work Log July 29 – Aug 4 2024

Braden Losby

Monday July 29 2024:

- ✓ Daily rounds. – 2 hours – Water/Sewer
- ✓ Cleaning screen and skimmers. – 2 hours
- ✓ Pumping sludge and dumping digesters. – 2 hours
- ✓ Getting quotes for board meeting. – 2 hours

Tuesday July 30 2024:

- Daily rounds. – 2 hours – Water/Sewer
- ✓ Moving dumpster at the wwtp and pushing brush. – 2 hours
- ✓ Getting new fan to the concession stand. – 1 hour
- Repairing fridge at the community center. – 2 hours
- Getting paperwork ready for morning reports. – 1 hour

Wednesday July 31 2024:

- Daily rounds. – 2 hours – Water/Sewer
- ✓ Fixing chlorine leak at well 2. – 2 hours
- Cleaning skimmers and screen. – 2 hours
- Working on issue with alum pumps at wwtp. – 2 hours

Thursday Aug 1 2024:

- Daily rounds. – 2 hours
- ✓ Cleaning both clarifiers. – 4 hours
- Water reconnect. – 1 hour
- Blocking road off with tree on fire from power lines until Aliant energy could arrive. – 1 hour

Friday Aug 2 2024:

- Daily rounds. – 2 hours
- ✓ Working on reports. – 3 hours
- Meeting with Dave Bekkem and going over wwtp. – 3 hours

Saturday Aug 3 2024:

- ✓ Weekend rounds. – 2 hours

Sunday Aug 4 2024:

Weekend rounds. – 2 hours

Meeting with new internet company so they can perform their survey at water tower. – 3 hours