

VILLAGE OF RIDGEWAY

Report Date: 08/22/2024

Report Time: 1:29:21 PM

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

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

08/05/2024 - 08/18/2024 [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
<b>LOC: 1 [Village of Ridgeway]</b>											
<b>DEPT: PD [Police]</b>											
GORHAM, MICHAEL [PD011]		4.00	65.50	-1.50		8.00		4.00		15.00	95.00
<b>PD [Police] Total:</b>		4.00	65.50	-1.50	0.00	8.00	0.00	4.00		15.00	95.00
<b>Head Count:</b>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		4.00	65.50	-1.50	0.00	8.00	0.00	4.00		15.00	95.00
<b>Head Count:</b>											<b>1</b>
<b>Grand Total:</b>		4.00	65.50	-1.50	0.00	8.00 ✓	0.00	4.00 ✓		15.00	95.00 ✓
<b>Head Count:</b>											<b>1</b>

END OF REPORT

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

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/19/2024

08/12/2024 - 08/18/2024 [7 days]

Report Time: 8:12:25 AM

#### PD011 [GORHAM, MICHAEL]

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

#### Time Card

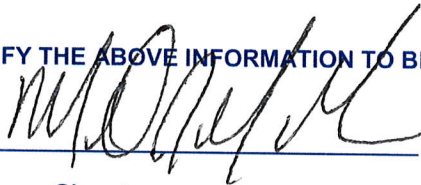
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/12/2024 Mon	205 [POP]	11:00AM*	01:00PM*	2.0000000		11.00
	205 [POP]	04:00PM*	01:00AM*	9.0000000		
08/13/2024 Tue	205 [POP]	06:00PM*	12:00AM*	6.0000000		6.00
08/14/2024 Wed	206 [POG]	02:00PM*	08:00PM*	6.0000000		11.00
	205 [POP]	08:00PM*	01:00AM*	5.0000000		
08/15/2024 Thu	205 [POP]	02:30PM*	12:00AM*	9.5000000		9.50
08/18/2024 Sun	205 [POP]	08:00PM*	02:00AM*	6.0000000		4.50
	208 [PADJ]			-1.5000000		

#### Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									57.25
3 [SICK]									148.00
6 [FH]									
205 [POP]	1[UNUSED]	37.50		37.50					
206 [POG]	1[UNUSED]	6.00		6.00					
208 [PADJ]	1[UNUSED]	-1.50		-1.50					

<b>TOTALS</b>		<b>42.00</b>		<b>42.00</b>					<b>205.25</b>
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

8-14-2024 - Grant, 2:00-8:00 p.m to Hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/13/2024

08/05/2024 - 08/11/2024 [7 days]

Report Time: 9:08:00 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
08/05/2024 Mon	203 [POS]			4.0000000		
	201 [POW]	09:00PM*	01:00AM*	4.0000000		8.00
08/06/2024 Tue	205 [POP]	02:00PM*	11:30PM*	9.5000000		9.50
08/07/2024 Wed	205 [POP]	12:30PM*	02:00PM*	1.5000000		
	206 [POG]	02:00PM*	07:00PM*	5.0000000		
	205 [POP]	07:00PM*	10:00PM*	3.0000000		9.50
08/08/2024 Thu	207 [POFH]			8.0000000		
	205 [POP]	01:00PM*	03:00PM*	2.0000000		10.00
08/09/2024 Fri	205 [POP]	04:00PM*	06:00PM*	2.0000000		
	206 [POG]	06:00PM*	10:00PM*	4.0000000		
	205 [POP]	10:01PM*	02:01AM*	4.0000000		10.00
08/10/2024 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	Adjust	Used	Earned	Available
2 [VACA]									57.25
3 [SICK]					152.00		4.00		148.00
6 [FH]					8.00		8.00		
201 [POW]	1[UNUSED]	4.00		4.00					
203 [POS]	1[UNUSED]	4.00		4.00					
205 [POP]	1[UNUSED]	28.00		28.00					
206 [POG]	1[UNUSED]	9.00		9.00					
207 [POFH]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<b>53.00</b>		<b>53.00</b>	<b>160.00</b>		<b>12.00</b>		<b>205.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Michael Gorham

Employee Signature

X \_\_\_\_\_

Supervisor Signature

8-7-2024 - Grant - 2:00pm to 7:00pm

5 Hours

8-9-2024 Grant 6:00 to 10:00pm

4 Hours



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

Report Date: 08/22/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:19:18 PM

08/05/2024 - 08/18/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	30.75 ✓	0.00	30.75
AD [General Admin]	511[CW]	24.00 ✓	0.00	24.00
EL [ADMIN-ELECTION]	551[ECW]	18.25	0.00	18.25
WA [Water]	605[WADW]	2.50 ✓	0.00	2.50
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>75.50</b>	<b>0.00</b>	<b>75.50</b> ✓
<b>Employee: AD004 [CUSHMAN, SHYANNE]</b>				
DC [Deputy Clerk]	511[CW]	58.50 ✓	0.00	58.50
DC [Deputy Clerk]	513[CS]	8.00 ✓	0.00	8.00
SE [Sewer]	305[SADW]	2.50 ✓	0.00	2.50
WA [Water]	605[WADW]	3.00 ✓	0.00	3.00
<b>AD004 [CUSHMAN, SHYANNE] Total:</b>		<b>72.00</b>	<b>0.00</b>	<b>72.00</b> ✓
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	5.75 ✓	0.00	5.75
PA [Parks]	101[PAW]	17.00 ✓	0.00	17.00
ST [Streets]	401[STW]	16.75 ✓	0.00	16.75
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>39.50</b>	<b>0.00</b>	<b>39.50</b> ✓
<b>Employee: SP003 [LOSBY, BRADEN]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	2.75 ✓	0.00	2.75
SE [Sewer]	301[SEW]	36.75 ✓	7.50 ✓	44.25
ST [Streets]	401[STW]	19.50 ✓	0.50 ✓	20.00
WA [Water]	601[WAW]	21.00 ✓	4.75 ✓	25.75
<b>SP003 [LOSBY, BRADEN] Total:</b>		<b>80.00</b>	<b>12.75</b>	<b>92.75</b> ✓
<b>Grand Totals:</b>		<b>267.00</b>	<b>12.75</b>	<b>279.75</b> ✓

END OF REPORT

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

## Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/13/2024

08/05/2024 - 08/11/2024 [7 days]

Report Time: 9:08:00 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
08/05/2024 Mon	501 [TRW]	07:58AM	12:36PM	4.5000000		8.00
	501 [TRW]	01:05PM	04:32PM	3.5000000		
08/06/2024 Tue	501 [TRW]	08:04AM	01:31PM	5.5000000		13.50
	501 [TRW]	02:32PM	10:23PM	8.0000000		
08/07/2024 Wed	501 [TRW]	08:05AM	12:18PM	4.2500000		9.75
	501 [TRW]	01:06PM	04:32PM	3.5000000		
08/08/2024 Thu	511 [CW]	06:05PM*	07:54PM*	2.0000000		6.75
	501 [TRW]	08:13AM	01:25PM	5.2500000		
	501 [TRW]	04:09PM	05:48PM	1.5000000		

### 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]									17.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.00		36.00					
511 [CW]	1[UNUSED]	2.00		2.00					
<b>TOTALS</b>		<b>38.00</b>		<b>38.00</b>					<b>94.00</b>

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 August 5-9, 2024

Monday

- Operator License
- Work with SC/BL for lead survey (30 Min)
- Emails
- Amend BOT Agenda
- Auditor correct adjusting JE's
  - Bank transfer
- Complete Bank Reconciliations

Tuesday

- Draft BOT Meeting Minutes
- WEDC Grant communications
  - Andy Phelan
  - Dana and Ela
- Invoice entry
- Checks for BOT approval
  - Print
  - Prepare for mailing
- Finance Committee Meeting
- Board Meeting

Wednesday

- Ehlers Budget work/Financial Planning Communication
- 2023 Audit - Board concerns
- Post approved minutes
- Prepare agenda for FC Mtg
- Research new water service fees (water 1 hr)
- Draft meeting minutes
  - Finance Committee
  - BOT
- Plan Commission Meeting

Thursday

- Reports to Ehlers
- Show Shy bank deposit process
- Attorney communication
- Review and allocate timesheets
- Calculate and process payroll
- Public Test-1.5 hrs

Friday

- Day off

**Employee Timecard - LPHELAN-07/27/2015**

Report Date: 08/19/2024

08/12/2024 - 08/18/2024 [7 days]

Report Time: 8:12:25 AM

**AD001 [PHELAN, LORI L]**

<b>Employee ID</b>	AD001	<b>DEPT(G2)</b>	AD	<b>Pay Policy</b>	500
<b>Pay Type</b>	3	<b>Last Name</b>	PHELAN	<b>First Name</b>	LORI L

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/12/2024 Mon	501 [TRW]	08:05AM	01:56PM	6.0000000		8.00
	501 [TRW]	02:35PM	04:34PM	2.0000000		
08/13/2024 Tue	501 [TRW]	06:25AM	02:55PM	8.5000000		15.00
	501 [TRW]	03:44PM	10:08PM	6.5000000		
08/14/2024 Wed	501 [TRW]	08:13AM	02:33PM	6.2500000		6.25
08/15/2024 Thu	501 [TRW]	08:00AM	01:29PM	5.5000000		
	501 [TRW]	01:55PM	04:39PM	2.7500000		8.25

**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]									17.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	37.50		37.50					
<b>TOTALS</b>		<b>37.50</b>		<b>37.50</b>					<b>94.00</b>

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 August 12-16, 2024

Monday

- Emails
- Discussion auditor-water fees (30 Min)
- Election
  - Voter registration
  - To county - Poll Books
  - Set up room for election
- Utility receipts (30 min)
- Lead survey - water (30 min)
- Submit and pay 941

Tuesday

- Election
- Bank deposit
- Draft/post minutes
  - Finance Committee
  - BOT
  - Plan Commission
- To county for more ballots

Wednesday

- Prepare Official Election Results/post
- Deliver election material to County Clerk
- EE Reviews scheduled
- Out early

Thursday

- Emails
- ACH Utility
  - Files to FSB
  - Process/post in WH
- Civic Plus Codification webinar
- Police Grant reimbursement
- Bank Deposit
- Township Letter-Fireworks Donation

Friday

- Day off



### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/13/2024

08/05/2024 - 08/11/2024 [7 days]

Report Time: 9:08:00 AM

<b>AD004 [CUSHMAN, SHYANNE]</b>					
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
08/05/2024 Mon	511 [CW]	07:57AM	01:21PM	5.2500000		8.00
	511 [CW]	01:52PM	04:30PM	2.7500000		
08/06/2024 Tue	511 [CW]	07:58AM	12:08PM	4.2500000		11.00
	511 [CW]	12:38PM	04:30PM	3.7500000		
	511 [CW]	06:48PM	09:42PM	3.0000000		
08/07/2024 Wed	511 [CW]	07:58AM	01:00PM	5.0000000		5.00
08/08/2024 Thu	511 [CW]	07:59AM	12:28PM	4.5000000		8.00
	511 [CW]	01:00PM	04:32PM	3.5000000		
08/09/2024 Fri	511 [CW]	07:57AM	12:01PM	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]									88.00
3 [SICK]									32.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>128.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Shyanne Cushman  
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

## Time Distribution August 5-9

### Monday

- Utility Payments (1 hour)
- Water - DNR Letter (15 min)
- Veterans Memorial
- Social Posting
- Dog License
- Cyber Security Grant

### Tuesday

- Utility Payments (15 min)
- Veterans Memorial
- Car Show
- Social Posting
- Board Meeting

### Wednesday

- Street Permit
- Utility Billing (1.5 hours)
- Veterans Memorial
- Social Posting
- Veterans Cruise In

### Thursday

- Utility Payments (1 hour)
- Veterans Memorial
- Home Talent Game
- Social Posting

### Friday

- Utility Payments (15 min)
- Veterans Memorial
- Home Talent Game
- Veterans Cruise In
- Social Posting

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/19/2024

08/12/2024 - 08/18/2024 [7 days]

Report Time: 8:12:25 AM

#### AD004 [CUSHMAN, SHYANNE]

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

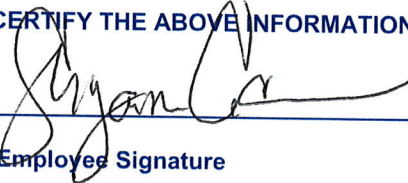
#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/12/2024 Mon	513 [CS]			8.0000000		8.00
08/13/2024 Tue	511 [CW]	01:23PM	10:06PM	8.5000000		8.50
08/14/2024 Wed	511 [CW]	07:57AM	12:11PM	4.2500000		
	511 [CW]	12:43PM	04:45PM	4.0000000		8.25
08/15/2024 Thu	511 [CW]	07:58AM	03:18PM	7.2500000		7.25
08/16/2024 Fri	511 [CW]	07:58AM	12:00PM	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]									88.00
3 [SICK]					32.00		8.00		24.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	28.00		28.00					
513 [CS]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>	<b>32.00</b>		<b>8.00</b>		<b>120.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

# Shyanne Time Distribution August 12-16

✓ Monday (Out Sick)

✓ Tuesday (Election)

## Wednesday

- Utility Payments (30 min)
- Wastewater Form (15 min)
- Veterans Memorial
- ✓ • Cruise In
- Battle of the Bats
- Social Posting
- Dog Licenses

## Thursday

- Utility Payments (15 min)
- ✓ • Cruise In
- Veterans Memorial
- 
- 

## Friday

- Veterans Memorial
- ✓ • Utility Payments (15 min)
- Wastewater Form (15 min)
- Social Posting



**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
08/05/2024 Mon	401 [STW]	08:10AM	12:49PM	4.5000000		4.50
08/06/2024 Tue	401 [STW]	08:12AM	12:00PM	3.7500000		3.75
08/07/2024 Wed	401 [STW]	08:06AM	12:37PM	4.5000000		4.50
08/08/2024 Thu	401 [STW]	08:04AM	12:17PM	4.2500000		4.25
08/09/2024 Fri	401 [STW]	08:09AM	12:04PM	3.7500000		3.75

**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					

<b>TOTALS</b>		<b>20.75</b>		<b>20.75</b>					
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Mon 8/5 Picked up brush, mowed bag park, both ball fields  
 Mowed Village chapel lawn  
 Tues 8/6 put up bulletin board in library, cleaned bathroom  
 emptied garbage  
 Wed 8/7 checked and cleaned lawn mower, mowed Depot,  
 volleyball area, part of park, across from lumber yard,  
 well #1, Ace lawn  
 Thurs 8/8 mowed along HHH, fire station, playground,  
 changed towels in bath room  
 Fri 8/9 Emptied garbage at park, checked drain pipe at  
 99 Main Street, mowed park

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/19/2024

08/12/2024 - 08/18/2024 [7 days]

Report Time: 8:12:25 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
08/12/2024 Mon	401 [STW]	08:05AM	01:11PM	5.2500000		5.25
08/14/2024 Wed	401 [STW]	08:04AM	12:39PM	4.7500000		4.75
08/15/2024 Thu	401 [STW]	08:02AM	12:20PM	4.2500000		4.25
08/16/2024 Fri	401 [STW]	08:06AM	12:30PM	4.5000000		4.50

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]	18.75		18.75					
<b>TOTALS</b>		<b>18.75</b>		<b>18.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Mon 8/12 Filled holes in road on Stone Lane, Mowed Home Talent field, Duged bath ballfield, Mowed park parking area

Wed 8/14 Mowed small ballfield, across from and next to Badger Mart, part of park, outside of dog park, green shed, Village shop lawn

Thurs 8/15 Took Chay truck to Farm & Fleet Dept, sharpened lawn mower blades

Fri 8/16 cleaned bathrooms at RCC and emptied garbage Mowed Depot, Village green & park





Weekly Work Log Aug 5 – Aug 11 2024

Braden Losby

**Monday Aug 5 2024:**

Daily rounds. – 2 hours – Water/Sewer

Moving dumpster at wwtp. – 1 hour

✓ Dumping digesters and cleaning skimmers and screen. – 3 hours

Inspecting lift stations. – 1 hour

EMS call. – 1 hour

**Tuesday Aug 6 2024:**

Daily rounds. – 2 hours – Water/Sewer

Cleaning lift stations. – 3 hours

✓ Working on lead service inventory. – 1 hour

Working on sump pump at school. – 2 hours

Board meeting. – 2.75 hours

**Wednesday Aug 7 2024:**

Daily rounds. – 2 hours – Water/Sewer

✓ Pushing brush. – 2 hours

Taking New holland apart. – 2 hours

Mowing at wwtp. – 2 hours

**Thursday Aug 8 2024:**

Daily rounds. – 2 hours

Attempting to burn brush. And filling pond. – 4 hours

✓ Picking up roadkill deer. – 1 hour

Cleaning skimmers. – 1 hour

Picking up residents trash that was missed by garbage company. – 0.5 hours

**Friday Aug 9 2024:**

Daily rounds. – 2 hours

✓ Swapping out propane tanks at concession stand. – 1 hour

Setting up ebay account and ordering approved parts from board meeting. – 2 hours

Scrubbing clarifiers. – 2 hours



**Saturday Aug 10 2024:**

✓ Weekend rounds. – 2 hours

**Sunday Aug 11 2024:**

✓ Weekend rounds. – 2 hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/19/2024

08/12/2024 - 08/18/2024 [7 days]

Report Time: 8:12:25 AM

#### SP003 [LOSBY, BRADEN]

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

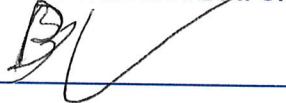
#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/12/2024 Mon	401 [STW]	06:55AM	12:53PM	6.0000000		8.00
	401 [STW]	01:27PM	03:29PM	2.0000000		
08/13/2024 Tue	401 [STW]	06:55AM	12:10PM	5.2500000		8.75
	401 [STW]	12:37PM	03:29PM	2.7500000		
	401 [STW]	05:23PM	06:18PM	0.7500000		
08/14/2024 Wed	401 [STW]	06:53AM	04:19PM	9.2500000		10.50
	401 [STW]	04:46PM	05:54PM	1.2500000		
08/15/2024 Thu	401 [STW]	06:57AM	12:05PM	5.0000000		8.00
	401 [STW]	12:38PM	03:40PM	3.0000000		
08/16/2024 Fri	401 [STW]	06:55AM	02:28PM	4.7500000	2.7500000	7.50
08/17/2024 Sat	301 [SEW]	08:59AM	10:59AM*		2.0000000	2.00
08/18/2024 Sun	601 [WAW]	08:21AM	10:21AM*		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]									37.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	2.75	42.75					
601 [WAW]	1[UNUSED]		2.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>6.75</b>	<b>46.75</b>					<b>92.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Weekly Work Log Aug 12 – Aug 18 2024

Braden Losby

**Monday Aug 12 2024:**

Daily rounds. – 2 hours – Water/Sewer

✓ Working on new holland tractor. – 3 hours

Cleaning skimmers and screen. – 3 hours

**Tuesday Aug 13 2024:**

Daily rounds. – 2 hours – Water/Sewer

✓ Burning brush. – 4 hours

Pumping sludge. – 2 hours

Finance committee meeting. - .75 hours

**Wednesday Aug 14 2024:**

✓ Daily rounds. – 2 hours – Water/Sewer

Exams in plover. – 8.5 hours

**Thursday Aug 15 2024:**

Daily rounds. – 2 hours

✓ Getting new tires on the sewer truck. – 2 hours

Pushing brush and back dragging gravel driveway at wwtp. – 3 hours

Working on sump pump at community center. – 1 hour

**Friday Aug 16 2024:**

Daily rounds. – 2 hours

✓ Cleaning both clarifiers. – 4 hours

Working on lead service inventory. – 1.5 hours

**Saturday Aug 17 2024:**

Weekend rounds. – 2 hours

**Sunday Aug 18 2024:**

Weekend rounds. – 2 hours

Mike Phelan

8-5-8:30-12:30-4

8-6-8:30-11:30-3

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

Total - 10

Streets 17.0  
Parks 11.0

Mike Phelan

8-12-8:30-1:30-5

8-14-8:30-1:30-5

8-15-8:30-12:30-4

8-16-8:30-12:30-4

Total - 18