

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

Report Date: 09/05/2024

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

Report Time: 2:21:00 PM

08/19/2024 - 09/01/2024 [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 Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]										
DEPT: PD [Police]										
GORHAM, MICHAEL [PD011]			72.00	2.00			6.00		8.00	88.00
PD [Police] Total:		0.00	72.00	2.00	0.00	0.00	6.00	0.00	8.00	88.00
Head Count:										1
1 [Village of Ridgeway] Total:		0.00	72.00	2.00	0.00	0.00	6.00	0.00	8.00	88.00
Head Count:										1
Grand Total:		0.00	72.00	2.00	0.00	0.00	6.00	0.00	8.00	88.00
Head Count:										1

END OF REPORT

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

V 13581-13586

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2024

08/19/2024 - 08/25/2024 [7 days]

Report Time: 10:19:05 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
08/19/2024 Mon	204 [POV]			6.0000000		
	205 [POP]	09:00PM*	11:00PM*	2.0000000		8.00
08/20/2024 Tue	205 [POP]	04:00PM*	01:00AM*	9.0000000		9.00
08/21/2024 Wed	206 [POG]	12:00PM*	08:00PM*	8.0000000		
	205 [POP]	08:00PM*	12:00AM*	4.0000000		12.00
08/22/2024 Thu	205 [POP]	04:00PM*	12:00AM*	8.0000000		8.00
08/23/2024 Fri	205 [POP]	12:00PM*	03:00PM*	3.0000000		
	205 [POP]	07:00PM*	01:00AM*	6.0000000		9.00
08/24/2024 Sat	205 [POP]	04:30PM*	01:00AM*	8.5000000		8.50
08/25/2024 Sun	205 [POP]	06:00PM*	01:00AM*	7.0000000		7.00

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		6.00		51.25
3 [SICK]									148.00
6 [FH]									
204 [POV]	1[UNUSED]	6.00		6.00					
205 [POP]	1[UNUSED]	47.50		47.50					
206 [POG]	1[UNUSED]	8.00		8.00					
TOTALS		61.50		61.50	57.25		6.00		199.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Grant

8-21-2024

12p.m - 8p.m. Shoung

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/03/2024

08/26/2024 - 09/01/2024 [7 days]

Report Time: 9:23:49 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
08/26/2024 Mon	205 [POP]	04:30PM*	12:00AM*	7.5000000		7.50
08/29/2024 Thu	205 [POP]	01:00PM*	03:30PM*	2.5000000		2.50
08/30/2024 Fri	205 [POP]	01:00PM*	05:00PM*	4.0000000		4.00
08/31/2024 Sat	205 [POP]	07:00PM*	09:00PM*	2.0000000		2.00
09/01/2024 Sun	205 [POP]	06:30PM*	03:00AM*	8.5000000		8.50
	208 [PADJ]					8.50

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									49.25
3 [SICK]					148.00	4.00			152.00
6 [FH]									
205 [POP]	1[UNUSED]	24.50		24.50					
208 [PADJ]	1[UNUSED]								
TOTALS		24.50		24.50	148.00	4.00			201.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

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

Report Date: 09/05/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 11:55:54 AM

08/19/2024 - 09/01/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	32.00 ✓	0.00	32.00
AD [General Admin]	503[TRS]	1.75 ✓	0.00	1.75
AD [General Admin]	504[TRV]	6.00 ✓	0.00	6.00
AD [General Admin]	511[CW]	24.25 ✓	0.00	24.25
AD [General Admin]	513[CS]	1.00 ✓	0.00	1.00
AD [General Admin]	514[CV]	6.00 ✓	0.00	6.00
SE [Sewer]	305[SADW]	0.75 ✓	0.00	0.75
WA [Water]	605[WADW]	1.75 ✓	0.00	1.75
AD001 [PHELAN, LORI L] Total:		73.50	0.00	73.50 ✓
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	61.25 ✓	0.00	61.25
SE [Sewer]	305[SADW]	3.75 ✓	0.00	3.75
WA [Water]	605[WADW]	9.75 ✓	0.00	9.75
AD004 [CUSHMAN, SHYANNE] Total:		74.75	0.00	74.75 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	3.00 ✓	0.00	3.00
PA [Parks]	101[PAW]	14.75 ✓	0.00	14.75
ST [Streets]	401[STW]	18.50 ✓	0.00	18.50
WA [Water]	601[WAW]	4.00 ✓	0.00	4.00
PW003 [JOHNSON, HARRY] Total:		40.25	0.00	40.25 ✓
Employee: SP003 [LOSBY, BRADEN]				
FM [FACILITES MAINTENANCE]	611[FMW]	1.00 ✓	0.00	1.00
SE [Sewer]	301[SEW]	32.00 ✓	7.00 ✓	39.00
ST [Streets]	401[STW]	14.25 ✓	0.50 ✓	14.75
WA [Water]	601[WAW]	32.75 ✓	4.00 ✓	36.75
SP003 [LOSBY, BRADEN] Total:		80.00	11.50	91.50 ✓
Grand Totals:		268.50	11.50	280.00

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2024

08/19/2024 - 08/25/2024 [7 days]

Report Time: 10:19:05 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
08/19/2024 Mon	501 [TRW]	08:05AM	12:18PM	4.2500000		7.75
	501 [TRW]	12:55PM*	04:35PM	3.5000000		
08/20/2024 Tue	514 [CV]			4.0000000		8.00
	504 [TRV]			4.0000000		
08/21/2024 Wed	501 [TRW]	07:59AM	12:59PM	5.0000000		7.75
	501 [TRW]	01:46PM	04:30PM	2.7500000		
08/22/2024 Thu	501 [TRW]	08:05AM	01:43PM	5.7500000		10.00
	501 [TRW]	02:47PM	04:40PM*	2.0000000		
	501 [TRW]	06:11PM*	08:34PM	2.2500000		
08/23/2024 Fri	501 [TRW]	08:02AM	12:00PM	4.0000000		4.00

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		8.00		61.00
3 [SICK]									17.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	29.50		29.50					
504 [TRV]	1[UNUSED]	4.00		4.00					
514 [CV]	1[UNUSED]	4.00		4.00					
TOTALS		37.50		37.50	69.00		8.00		86.00

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 August 19-23, 2024

Monday

- Print/distribute timesheets for review
- Meeting Agendas
 - Spec BOT
 - Set up zoom meeting
 - Draft agenda to MC
 - Finance Committee_EE Reviews
 - Reg BOT
 - Begin preparing agenda
- Emails
- Update notices/letters for tax roll del util (1 hr)
- Operator Application-background check
- Mail

Tuesday

- Vacation Day

Wednesday

- Operator Lic Letter
- Spec BOT meeting
 - Emails with MC
 - Agenda
 - Post/email subscribers
- Timesheet allocations

Thursday

- Emails
- Bank Deposit
- Amend/post BOT agenda
- VS Grant project cost calculations
- Timesheet allocations
- Process Payroll
- Spec BOT Mtg

Friday

- Set up PayPal (Memorial Bricks)
- Complete Payroll

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2024

08/19/2024 - 08/25/2024 [7 days]

Report Time: 10:19:05 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
08/19/2024 Mon	511 [CW]	07:14AM	02:29PM	7.2500000		7.25
08/20/2024 Tue	511 [CW]	07:17AM	01:19PM	6.0000000		
	511 [CW]	01:50PM	04:33PM	2.7500000		8.75
08/21/2024 Wed	511 [CW]	07:58AM	12:02PM	4.0000000		
	511 [CW]	12:32PM	04:30PM	4.0000000		8.00
08/22/2024 Thu	511 [CW]	07:59AM	12:10PM	4.2500000		
	511 [CW]	12:41PM	04:30PM	3.7500000		8.00
08/23/2024 Fri	511 [CW]	07:57AM	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]									24.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					

TOTALS		36.00		36.00					120.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Shyanne Time Distribution August 19-23

Monday

- Water - DNR Letter (15 min)
- Social Posting
- Utility Payments (45 min)
- Veterans Memorial
- Newsletter

Tuesday

- Utility Payments (45 min)
- Water - DNR Letter (15 min)
- Rentals
- Veterans Memorial
- Veterans Cruise In
- Battle of the Bats
- Newsletter

Wednesday

- Utility Payments (45 min)
- Water - DNR Letter (1.5 hour)
- Social Posting
- Veterans Memorial
- Park & Rec Agenda
- Newsletter

Thursday

- Utility Payments (30 min)
- Water - DNR Letter (15 min)
- Veterans Memorial
- Social Posting
- Newsletter

Friday

- Utility Payments/Late Fees/Billing (3.75 hours)
- Veterans Memorial
- Social Posting

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2024

08/19/2024 - 08/25/2024 [7 days]

Report Time: 10:19:05 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
08/19/2024 Mon	401 [STW]	08:01AM	12:38PM	4.7500000		4.75
08/20/2024 Tue	401 [STW]	07:56AM	12:59PM	5.0000000		5.00
08/21/2024 Wed	401 [STW]	08:04AM	12:48PM	4.7500000		4.75
08/22/2024 Thu	401 [STW]	08:04AM	01:19PM	5.2500000		5.25
08/23/2024 Fri	401 [STW]	08:01AM	12:44PM	4.7500000		4.75

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]	24.50		24.50					
TOTALS		24.50		24.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 8/19 Mowed RCC lawn, ball park parking lot, Home Talent field
 Tues 8/20 Filled old fire hydrants next to shop, mowed along HHH, fire station, across from lumber yard, picked up brush
 Wed 8/21 Picked up bucket of gravel at treatment plant, mowed green shed, corner of HHH + 181st, around park bath room, around way find, well #1
 Thurs 8/22 Filled holes along park walk way, mowed park + 181st ground, Vester ball area along Stamer lane
 Fri 8/23 Mowed hill side at park, west end of Village, next to Bedson Mart + across from it, mowed across from church out side of fence at dog & Village shop lawn

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2024

08/19/2024 - 08/25/2024 [7 days]

Report Time: 10:19:05 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
08/19/2024 Mon	401 [STW]	06:56AM	12:17PM	5.2500000		8.00
	401 [STW]	12:52PM	03:30PM	2.7500000		8.75
08/20/2024 Tue	401 [STW]	06:55AM	03:41PM	8.7500000		8.75
08/21/2024 Wed	401 [STW]	06:54AM	12:08PM	5.2500000		8.00
	401 [STW]	12:49PM	03:35PM	2.7500000		8.00
08/22/2024 Thu	401 [STW]	06:55AM	11:43AM	4.7500000		8.00
	401 [STW]	12:17PM	03:31PM	3.2500000		8.00
08/23/2024 Fri	401 [STW]	06:55AM	02:46PM	7.2500000	0.5000000	7.75
08/24/2024 Sat	301 [SEW]	11:17AM	01:17PM*		2.0000000	2.00
08/25/2024 Sun	601 [WAW]	11:01AM	01:01PM*		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	0.50	40.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	4.50	44.50					92.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BC

Employee Signature

X _____

Supervisor Signature

Weekly Work Log Aug 19 – Aug 25 2024

Braden Losby

Monday Aug 19 2024:

Daily rounds. – 2 hours – Water/Sewer ✓

Replacing batteries in speed sign. – 2 hours ✓

Cleaning skimmers and screen. – 2 hours ✓

Working on lead service inventory. – 2 hours ✓

Tuesday Aug 20 2024:

Daily rounds. – 2 hours – Water/Sewer ✓

Pulling samples and taking them to ct labs. – 3 hours ✓

Mowing at wwtp. – 3 hours ✓

Working on lead service inventory. – .75 hours ✓

Wednesday Aug 21 2024:

Daily rounds. – 2 hours – Water/Sewer ✓

Working on lead service line inventory. – 2 hours ✓

Greasing big truck. – 4 hours ✓

Thursday Aug 22 2024:

Daily rounds. – 2 hours ✓

Meter reads. – 3 hours ✓

Farm and fleet run. – 1 hour ✓

Working on lead service inventory. – 2 hours ✓

Friday Aug 23 2024:

Daily rounds. – 2 hours ✓

Cleaning both clarifiers. – 4 hours ✓

Meeting with Michele. – 1.25 hours ✓

Saturday Aug 24 2024:

Weekend rounds. – 2 hours ✓

Sunday Aug 25 2024:

Weekend rounds. – 2 hours ✓

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/03/2024

08/26/2024 - 09/01/2024 [7 days]

Report Time: 9:23:49 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
08/26/2024 Mon	501 [TRW]	08:02AM	01:30PM*	5.5000000		8.00
	501 [TRW]	02:00PM*	04:30PM	2.5000000		
08/27/2024 Tue	501 [TRW]	07:59AM	01:01PM	5.0000000		8.00
	501 [TRW]	01:36PM	04:32PM	3.0000000		
08/28/2024 Wed	503 [TRS]			2.7500000		8.00
	501 [TRW]	07:59AM	01:11PM	5.2500000		
08/29/2024 Thu	501 [TRW]	07:59AM	01:21PM*	5.2500000		8.00
	501 [TRW]	01:54PM	04:41PM	2.7500000		
08/30/2024 Fri	514 [CV]			2.0000000		4.00
	504 [TRV]			2.0000000		

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					61.00		4.00		57.00
3 [SICK]					17.00	4.00	2.75		18.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	29.25		29.25					
503 [TRS]	1[UNUSED]	2.75		2.75					
504 [TRV]	1[UNUSED]	2.00		2.00					
514 [CV]	1[UNUSED]	2.00		2.00					
TOTALS		36.00		36.00	78.00	4.00	6.75		83.25

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 26-30, 2024

Monday

- Print/distribute timesheets for review
- Lead survey
 - Phone calls
 - Receive drop offs
- Emails
- Update wage/HR Info Braden
- Post job opening
 - Indeed
 - Website
- Finish PayPal set up
- Submit and pay payroll taxes
 - 941
 - Aug W6
 - Aug WRS

Tuesday

- Meet w/DM (4 hrs)
 - Internet switch to MHTC
 - Google account security
 - Server move
 - Workhorse
- Pre-reconciliation GF Checking
- Gift Bricks/PayPal
 - Send logo for website
 - Send PayPal info
 - Test order for bricks

Wednesday

- Verify PayPal receipt from test brick
- Social Posts
- Website Notices
- Dog Licenses
- Utility receipts
- Out early-sick

Thursday

- Util Rec
- Bank Deposit
- Park & Rec Meeting
 - Post Agenda/Send Notifications/Email packet to members

Friday

- Vacation-4 hrs

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/03/2024

08/26/2024 - 09/01/2024 [7 days]

Report Time: 9:23:49 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
08/26/2024 Mon	511 [CW]	08:00AM	12:00PM	4.0000000		8.00
	511 [CW]	12:32PM	04:30PM	4.0000000		
08/27/2024 Tue	511 [CW]	07:58AM	12:00PM*	4.0000000		7.50
	511 [CW]	01:00PM*	04:30PM*	3.5000000		
08/28/2024 Wed	511 [CW]	07:44AM	12:00PM*	4.2500000		7.75
	511 [CW]	01:00PM*	04:30PM*	3.5000000		
08/29/2024 Thu	511 [CW]	07:58AM	12:00PM*	4.0000000		7.50
	511 [CW]	01:00PM*	04:30PM*	3.5000000		
08/30/2024 Fri	511 [CW]	08:02AM	12:00PM*	4.0000000		8.00
	511 [CW]	12:45PM*	04:45PM*	4.0000000		

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]					24.00	4.00			28.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	38.75		38.75					
TOTALS		38.75		38.75	24.00	4.00			124.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Shyanne Time Distribution August 26-30

Monday

- Utility (15 min)
- Water - DNR Letter (1.5 hours)
- Water - Door to Door (3 hours)
- Social Posts
- Veterans Memorial

Tuesday

- Jury Duty

Wednesday

- Jury Duty

Thursday

- Jury Duty

Friday

- Jury Duty

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/03/2024

08/26/2024 - 09/01/2024 [7 days]

Report Time: 9:23:49 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
08/26/2024 Mon	401 [STW]	08:07AM	12:05PM	4.0000000		4.00
08/27/2024 Tue	401 [STW]	08:12AM	12:58PM	4.7500000		4.75
08/28/2024 Wed	401 [STW]	10:22AM	01:07PM	2.7500000		2.75
08/30/2024 Fri	401 [STW]	08:19AM	12:36PM	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]	15.75		15.75					
TOTALS		15.75		15.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x _____
Supervisor Signature

Mon 8/26 checked water lines at houses
 Tue 8/27 Replaced water pump in New Holland mower
 Wed 8/28 Mowed RCC lawn, Playground, Home talent field
 Fri 8/30 cleaned Park + emptied garbage for wedding
 Hauled brush from Village green, checked RCC bathrooms

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/03/2024

08/26/2024 - 09/01/2024 [7 days]

Report Time: 9:46:13 AM

SP003 [LOSBY, BRADEN]

Employee ID	SP003	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/26/2024 Mon	301 [SEW]	06:55AM	12:21PM	5.2500000		9.75
	301 [SEW]	12:55PM	03:34PM	2.5000000		
	301 [SEW]	04:15PM	06:15PM*	2.0000000		
08/27/2024 Tue	301 [SEW]	06:56AM	11:58AM	5.0000000		10.75
	301 [SEW]	12:36PM	03:34PM	3.0000000		
	301 [SEW]	05:36PM	08:21PM	2.7500000		
08/28/2024 Wed	301 [SEW]	06:55AM	12:29PM	5.5000000		7.75
	301 [SEW]	01:14PM	03:32PM	2.2500000		
08/29/2024 Thu	301 [SEW]	06:55AM*	12:38PM	5.7500000		7.75
	301 [SEW]	01:08PM*	03:13PM*	2.0000000		
08/30/2024 Fri	301 [SEW]	06:54AM	02:06PM	4.0000000	3.0000000	7.00
08/31/2024 Sat	301 [SEW]	09:40AM	11:40AM*		2.0000000	2.00
09/01/2024 Sun	601 [WAW]	08:20AM	10:20AM*		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	4.00			41.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	40.00	5.00	45.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	7.00	47.00	37.75	4.00			96.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL
Employee Signature

X _____
Supervisor Signature

Weekly Work Log Aug 26 – Sep 1 2024

Braden Losby

Monday Aug 26 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Door to door lead service inventory. – 4 hours

Cleaning skimmers and screen. – 2 hours

Call in for lift station issue. – 2 hours

Tuesday Aug 27 2024:

Daily rounds. – 2 hours – Water/Sewer

Working on computer issue with dennis. – 1 hour

✓ Lead service inventory. – 4 hours

Replacing pump tube on influent sampler. – 1 hour

Door to door for lead service. - 2.75 hours

Wednesday Aug 28 2024:

Daily rounds. – 2 hours – Water/Sewer

EMS call. – 1 hour

✓ Fire call. – 2 hours

Cleaning skimmers. – 1 hour

Meeting with roof company for well 2. 2 hours

Thursday Aug 29 2024:

Daily rounds. – 2 hours

✓ Looking into phosphorus issue. – 2 hours

Door to door lead service line inventory. – 2 hours

Pumping sludge. – 2 hours

Friday Aug 30 2024:

Daily rounds. – 2 hours

✓ Cleaning up roof structure at wwtp. – 1 hour

Scrubbing clarifiers. – 2 hours

Working on budget quotes and meeting with roofing company at school. – 3 hours

Saturday Aug 31 2024:

✓ Weekend rounds. – 2 hours

Sunday Sep 1 2024:

✓ Weekend rounds. – 2 hours

Mike Phelan

8-26-8:30-12:00-3½

8-28-8:30-12:30-4

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

Total - 10½

24.5 hrs

15 hrs

9.5 hrs

Streets

Parks

Mike Phelan

8-19-8:30-12:30-4

8-21-2:00-4:30-2½

8-22-8:30-12:30-4

8-23-8:30-12:00-3½

Total = 14