

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

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

04/29/2024 - 05/12/2024 [14 days]

Employee	Police Wages	Reg Hours	Police Phone Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho	Vacation Hours	Police Sick Hours	Police Grant Hours	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		90.50		-10.50						8.00	88.00
PD [Police] Total:		90.50	0.00	-10.50	0.00	0.00	0.00	0.00		8.00	88.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		90.50	0.00	-10.50	0.00	0.00	0.00	0.00		8.00	88.00
<i>Head Count:</i>											1
Grand Total:		90.50	0.00	-10.50	0.00	0.00	0.00	0.00		8.00	88.00
<i>Head Count:</i>											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015


04/29/2024 - 05/05/2024 [7 days]

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
04/29/2024 Mon	201 [POW]	08:00AM*	04:00PM*	8.0000000		8.00
04/30/2024 Tue	201 [POW]	08:00AM*	04:00PM*	8.0000000		8.00
05/01/2024 Wed	201 [POW]	08:00AM*	02:30PM*	6.5000000		
	201 [POW]	06:00PM*	09:00PM*	3.0000000		9.50
05/02/2024 Thu	201 [POW]	02:45PM*	11:24PM	8.7500000		8.75
05/03/2024 Fri	201 [POW]	03:00PM*	11:00PM*	8.0000000		8.00
05/04/2024 Sat	201 [POW]	04:36PM	12:29AM	8.0000000		8.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									111.25
3 [SICK]					161.00	4.00			165.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	50.25		50.25					
TOTALS		50.25		50.25	161.00	4.00			284.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015


05/06/2024 - 05/12/2024 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
05/06/2024 Mon	201 [POW]	02:25PM	10:30PM*	8.0000000		8.00
05/07/2024 Tue	201 [POW]	03:03PM	10:54PM	8.0000000		8.00
05/08/2024 Wed	201 [POW]	08:00PM*	11:00PM*	3.0000000		3.00
05/09/2024 Thu	201 [POW]	10:30AM	10:31PM	12.0000000		12.00
05/10/2024 Fri	201 [POW]	01:43PM	10:59PM	9.2500000		9.25
05/12/2024 Sun	206 [POG]	12:00PM*	08:00PM*	8.0000000		
	208 [PADJ]			-10.5000000		-2.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									111.25
3 [SICK]									165.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	40.25		40.25					
206 [POG]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	-10.50		-10.50					
TOTALS		37.75		37.75					284.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

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

Report Date: 05/15/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:37:44 PM

04/29/2024 - 05/12/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	28.75	0.00	28.75
AD [General Admin]	504[TRV]	3.00	0.00	3.00
AD [General Admin]	511[CW]	29.50	0.00	29.50
AD [General Admin]	514[CV]	3.00	0.00	3.00
EL [ADMIN-ELECTION]	551[ECW]	1.00	0.00	1.00
FM [FACILITES MAINTENANCE]	611[FMW]	1.50	0.00	1.50
SE [Sewer]	308[SADV]	3.00	0.00	3.00
WA [Water]	608[WADV]	3.00	0.00	3.00
AD001 [PHELAN, LORI L] Total:		72.75	0.00	72.75 ✓
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	65.00	0.00	65.00
SE [Sewer]	305[SADW]	3.50	0.00	3.50
WA [Water]	605[WADW]	3.50	0.00	3.50
AD004 [CUSHMAN, SHYANNE] Total:		72.00	0.00	72.00 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	4.50	0.00	4.50
PA [Parks]	101[PAW]	30.75	0.00	30.75
ST [Streets]	401[STW]	17.75	0.00	17.75
PW003 [JOHNSON, HARRY] Total:		53.00	0.00	53.00 ✓
Employee: PW005 [PETERSON, DALE]				
PA [Parks]	101[PAW]	2.00	0.00	2.00
SE [Sewer]	301[SEW]	68.50	0.00	68.50
WA [Water]	601[WAW]	8.00	0.00	8.00
PW005 [PETERSON, DALE] Total:		78.50	0.00	78.50 ✓
Employee: SP003 [LOSBY, BRADEN]				
FM [FACILITES MAINTENANCE]	611[FMW]	2.00	0.00	2.00
PA [Parks]	101[PAW]	27.25	0.00	27.25
SE [Sewer]	301[SEW]	18.25	5.25	23.50
ST [Streets]	401[STW]	13.25	0.00	13.25
WA [Water]	601[WAW]	19.25	4.75	24.00
SP003 [LOSBY, BRADEN] Total:		80.00	10.00	90.00 ✓
Grand Totals:		356.25	10.00	366.25 ✓

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

05/06/2024 - 05/12/2024 [7 days]

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
05/06/2024 Mon	511 [CW]	08:01AM	12:38PM	4.7500000		
	501 [TRW]	01:12PM	04:30PM	3.2500000		8.00
05/07/2024 Tue	511 [CW]	08:01AM	01:45PM	5.7500000		
	501 [TRW]	02:14PM	04:30PM	2.2500000		8.00
05/08/2024 Wed	501 [TRW]	07:57AM	11:38AM	3.7500000		
	511 [CW]	12:13PM	05:17PM	5.0000000		8.75
05/09/2024 Thu	608 [WADV]			4.0000000		
	504 [TRV]			4.0000000		8.00
05/10/2024 Fri	514 [CV]			4.0000000		
	308 [SADV]			4.0000000		8.00

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					96.00		16.00		80.00
3 [SICK]									8.00
6 [FH]									8.00
308 [SADV]	1[UNUSED]	4.00		4.00					
501 [TRW]	1[UNUSED]	9.25		9.25					
504 [TRV]	1[UNUSED]	4.00		4.00					
511 [CW]	1[UNUSED]	15.50		15.50					
514 [CV]	1[UNUSED]	4.00		4.00					
608 [WADV]	1[UNUSED]	4.00		4.00					
TOTALS		40.75		40.75	96.00		16.00		96.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Lori

Time Distribution Work Log Week of May 6-10, 2024

Monday

- Print/distribute timesheets for review/signatures
- Emails
- Bank Deposit
- Send pay stubs
- Prepare/provide documents for Finance Committee Meeting
- Process IRS 941 payment
- Submit sign up for MHTC Luminous with Dennis

Tuesday

- Emails
- Draft/Post Finance Committee Meeting Minutes
- Job Description DPW
- Post DPW job opening on Indeed, village website & send notifications to subscribers
- Contact repair company for water heater
- Bank Deposit
- Submit job posting to WMCA, RWA, LWM and WWOA

Wednesday

- Deliver ICE Machine to County for Command Central maintenance
- Emails
- Enter invoices/checks for BOT Mtg
- Finalize agenda for BOT Mtg
- Change of address @ USPS

Thursday

- Vacation

Friday

- Vacation

Employee Timecard - LPHELAN-07/27/2015

Report Date: 05/06/2024

04/29/2024 - 05/05/2024 [7 days]

Report Time: 9:58:32 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
04/29/2024 Mon	511 [CW]	08:01AM	01:20PM	5.2500000		
	511 [CW]	01:51PM	04:30PM	2.7500000		8.00
04/30/2024 Tue	511 [CW]	07:58AM	01:28PM	5.5000000		
	511 [CW]	01:58PM	04:30PM	2.5000000		8.00
05/01/2024 Wed	511 [CW]	07:58AM	11:59AM	4.0000000		4.00
05/02/2024 Thu	511 [CW]	08:03AM	01:58PM	6.0000000		
	511 [CW]	05:57PM	08:47PM	2.7500000		8.75
05/03/2024 Fri	511 [CW]	09:10AM	04:30PM	7.2500000		7.25

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]					16.00	4.00			20.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00	16.00	4.00			136.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Time Distribution

Monday	Utility Payments (15 min) 4th of July Planning Social Posting Dog License Library Gathering
Tuesday	Utility Payments (1 hour) Social Posting Park & Rec Planning/Meeting Dog License 4th of July Planning
Wednesday	(Half Day) Utility Payments (15 min) 4th of July Planning Park Rental Forms
Thursday	4th of July Event Planning Social Posting Utility Billing (1 hour) Dog License
Friday	Utility Billing (1 hour) 4th of July Event Planning Finance Committee Meeting Social Posting

Employee Timecard - LPHELAN-07/27/2015

04/29/2024 - 05/05/2024 [7 days]

PW003 [JOHNSON, HARRY]			
Employee ID	PW003	DEPT(G2)	FM
Pay Type	1	Last Name	JOHNSON
		Pay Policy	401
		First Name	HARRY

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/29/2024 Mon	401 [STW]	08:03AM	12:32PM	4.5000000		4.50
04/30/2024 Tue	401 [STW]	07:38AM	02:28PM	6.7500000		6.75
05/01/2024 Wed	401 [STW]	07:58AM	12:16PM	4.2500000		4.25
05/02/2024 Thu	401 [STW]	08:07AM	11:58AM	4.0000000		4.00
05/03/2024 Fri	401 [STW]	08:00AM	01:25PM	5.5000000		5.50

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]	25.00		25.00					
TOTALS		25.00		25.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
 Employee Signature

X _____
 Supervisor Signature

Mon 4/29 Painted wall in golden room, stained and repaired bench for dog park, helped ~~lights~~ move lights and poles for kale court.

Tues 4/30 Opened RCC, mowed playground and park, fire station & corners of HHH & 1st

Wed 5/1 Mowed west end of village, well #2, dog park Home talent field, cardinal way pond.

Thurs 5/2 check for no hot water at RCC, finished painting wall in golden room, stained bench, cleaned shop

Fri 5/3 Mowed RCC lawn, small ball field, dragged infield Mowed valley ball area & village green

Employee Timecard - LPHELAN-07/27/2015

Report Date: 05/06/2024

04/29/2024 - 05/05/2024 [7 days]

Report Time: 9:58:32 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
04/29/2024 Mon	301 [SEW]	06:34AM	12:22PM	5.7500000		
	301 [SEW]	12:48PM*	03:26PM	2.7500000		8.50
04/30/2024 Tue	301 [SEW]	06:32AM	12:00PM	5.5000000		
	301 [SEW]	12:27PM	03:23PM	3.0000000		8.50
05/01/2024 Wed	301 [SEW]	06:28AM	11:53AM	5.5000000		
	301 [SEW]	12:24PM	03:12PM	2.7500000		8.25
05/02/2024 Thu	301 [SEW]	06:33AM	12:05PM*	5.5000000		
	301 [SEW]	12:28PM*	03:24PM	3.0000000		8.50
05/03/2024 Fri	301 [SEW]	06:45AM	12:05PM	5.2500000		5.25

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									60.00
3 [SICK]					6.00	4.00			10.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	39.00		39.00					
TOTALS		39.00		39.00	6.00	4.00			78.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 4-29-2024

Monday 4-29-2024

✓ Daily Labs at WWTP 2 Hours

Pumped sludge for 4 Hours, Cleaned Influent screen and trough 2 Hours

Tuesday 4-30-2024:

✓ Daily Labs at WWTP 2 Hours

Located and repaired water curb box at the Depot, ordered extensions to get at grade when paving is complete 3 Hours, Setup sludge bag hauling with Faherty 1 Hour, Pumped sludge 2 Hours..

Wednesday 5-1-2024:

Daily Labs at WWTP 2 Hours

✓ Weed Control at WWTP property 2 Hours, Cleaned screen and trough 1 Hour, Troubleshoot with Manufacturer Tech support DO probe cap 3 Hours.

Thursday: 5-2-2024:

Daily Labs at WWTP 2 Hours

✓ Started annual CMAR report 3 Hours, Met with plumber leaking water heater at the community center 1 Hour, Cleaned skimmers and pumped sludge 2 Hours.

Friday 5-3-2024:

✓ Daily Labs at WWTP 2 Hours

Pumped down and scrubbed clarifiers 3 Hours.

Employee Timecard - LPHELAN-07/27/2015

04/29/2024 - 05/05/2024 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
04/29/2024 Mon	401 [STW]	06:55AM	12:04PM	5.0000000		
	401 [STW]	12:38PM	03:32PM	2.7500000		7.75
04/30/2024 Tue	401 [STW]	06:55AM	12:15PM	5.2500000		
	401 [STW]	12:34PM	03:37PM	3.0000000		8.25
05/01/2024 Wed	401 [STW]	06:55AM	11:56AM	5.0000000		
	401 [STW]	12:30PM	03:31PM	3.0000000		8.00
05/02/2024 Thu	401 [STW]	06:55AM	12:00PM	5.0000000		
	401 [STW]	12:26PM	03:31PM	3.0000000		
	401 [STW]	06:32PM	08:56PM	2.5000000		10.50
05/03/2024 Fri	401 [STW]	06:55AM	12:11PM	5.2500000		5.25
05/04/2024 Sat	301 [SEW]	10:25AM	12:25PM*	0.2500000	1.7500000	2.00
05/05/2024 Sun	401 [STW]	10:43AM	12:43PM*		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]					35.75	4.00			39.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	0.25	1.75	2.00					
401 [STW]	1[UNUSED]	39.75	2.00	41.75					
TOTALS		40.00	3.75	43.75	35.75	4.00			94.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL
 Employee Signature

x [Signature]
 Supervisor Signature

✓ Monday April 29 2024:

- Daily rounds. – 2 hours – Water/Sewer
- Moving old poles and electrical equipment at park. – 2 hours – Parks
- Working on water fountain at park. – 4 hours - parks

✓ Tuesday April 30 2024:

- Daily rounds. – 2 hours – Water/Sewer
- Fixing curb box at depot and hauling off old concrete tire stops. – 2 hours - Water/Streets
- Weed wacking and weed spraying. – 4 hours - Parks

Wednesday May 1 2024:

- ✓ Daily rounds. – 2 hours – Water/Sewer
- Weed wacking. – 1 hour - Parks
 - Water and wastewater reports. – 3 hours - Water/Sewer
 - Mowing at wwtp. – 2 hours - Sewer

Thursday May 2 2024:

- ✓ Daily rounds. – 2 hours – Water/Sewer
- Meeting with plumber at school for water heater issue. – 2 hours
 - Street sweeping. – 4 hours - Streets
 - Park and rec meeting. – 2.5 hours

Friday May 3 2024:

- ✓ Daily rounds. – 2 hours – Water/Sewer
- Street sweeping. – 3 hours - Streets

Saturday May 4 2024:

- ✓ Weekend rounds. – 2 hours – Water/Sewer

Sunday May 5 2024:

- ✓ Weekend rounds. – 2 hours – Water/Sewer

Employee Timecard - LPHELAN-07/27/2015

Report Date: 05/06/2024

04/29/2024 - 05/05/2024 [7 days]

Report Time: 9:58:31 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
04/29/2024 Mon	501 [TRW]	07:59AM	12:31PM	4.5000000		
	511 [CW]	01:07PM	04:30PM	3.5000000		8.00
04/30/2024 Tue	511 [CW]	07:56AM	12:09PM	4.2500000		
	501 [TRW]	12:43PM	04:30PM	3.7500000		8.00
05/01/2024 Wed	511 [CW]	07:58AM	11:29AM	3.5000000		
	501 [TRW]	11:59AM	04:51PM	4.7500000		8.25
05/02/2024 Thu	511 [CW]	08:00AM	12:43PM	4.7500000		
	501 [TRW]	01:21PM	04:37PM	3.2500000		8.00
05/03/2024 Fri	501 [TRW]	08:00AM	11:46AM	3.7500000		3.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									96.00
3 [SICK]					4.00	4.00			8.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	20.00		20.00					
511 [CW]	1[UNUSED]	16.00		16.00					
TOTALS		36.00		36.00	4.00	4.00			112.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Time Distribution Work Log Week of April 29-May 3, 2024

Monday

- Print/distribute timesheets for review/signatures
- Emails
- BOT Meeting agenda prep

Tuesday

- Park project updates
- Emails
- Distribute or mail liquor license renewal forms
- Bank Deposit
- Credit card reconciliation

Wednesday

- Allocate Timesheets
- Liquor licensing questions with clerks and DOR
- Sick time auto-accrual posted
- Calculate & process payroll, upload file to FSB
- Post payroll in WH

Thursday

- Emails
- Reschedule meeting with Ela and Dana
- Contact plumbers-hot water heater recirculation pump leak at the Community Center
- New liquor & tobacco license forms to include electronic vaping devices
- Meet w/Dave from Judd Pumps & :Plumbing, located the cause of the leak
- Enter interest receipts into bank accounts
- Begin bank account reconciliation

Friday

- Complete Bank Reconciliations
- Prepare Treasurer Report
- Meet with Dana/Ela - WEDC VS Grant
- Half Day

Employee Timecard - LPHELAN-07/27/2015

Report Date: 05/14/2024

05/06/2024 - 05/12/2024 [7 days]

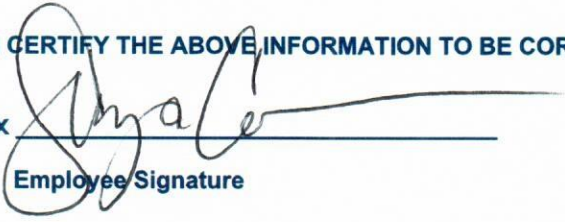
Report Time: 9:04:13 AM

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
05/06/2024 Mon	511 [CW]	07:59AM	12:06PM	4.0000000		8.00
	511 [CW]	12:33PM	04:30PM	4.0000000		
05/07/2024 Tue	511 [CW]	08:01AM	11:56AM	4.0000000		8.00
	511 [CW]	12:26PM	04:30PM	4.0000000		
05/08/2024 Wed	511 [CW]	08:00AM*	12:00PM*	4.0000000		4.00
05/09/2024 Thu	511 [CW]	08:00AM	12:38PM	4.7500000		8.00
	511 [CW]	01:08PM	04:30PM	3.2500000		
05/10/2024 Fri	511 [CW]	08:00AM	12:24PM	4.5000000		8.00
	511 [CW]	12:54PM	04:30PM	3.5000000		

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]									20.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					136.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
 Employee Signature

x _____
 Supervisor Signature

Time Distribution

Monday Utility Payments (1 hour)
4th of July Planning
Social Posting
Dog Licenses
Burn Permit

Tuesday Materials Inventory (Water) 30 min
Social Posting
Utility Payments (15 min)
4th of July Planning

Wednesday (Half Day)
Utility Payments/Final Read (1 hour)
Social Posting
4th of July Planning

Thursday 4th of July Event Planning
Social Posting
Utility Billing (30 min)
Flexible Facilities Grant Training (2 hours)
Park & Recreation Meeting Planning
Burn Permit
Dog License

Friday Utility Billing (^{1 hour}~~30 min~~)
4th of July Event Planning
Social Posting
Clean Up Day

Employee Timecard - LPHELAN-07/27/2015

05/06/2024 - 05/12/2024 [7 days]

PW003 [JOHNSON, HARRY]			
Employee ID	PW003	DEPT(G2)	FM
Pay Type	1	Last Name	JOHNSON
		Pay Policy	401
		First Name	HARRY

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
05/06/2024 Mon	401 [STW]	08:08AM	03:02PM	6.7500000		6.75
05/07/2024 Tue	401 [STW]	08:02AM	12:14PM	4.2500000		4.25
05/08/2024 Wed	401 [STW]	08:04AM	01:30PM	5.5000000		5.50
05/09/2024 Thu	401 [STW]	08:05AM	12:29PM	4.5000000		4.50
05/10/2024 Fri	401 [STW]	08:02AM	02:53PM	7.0000000		7.00

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]	28.00		28.00					
TOTALS		28.00		28.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
 Employee Signature

x _____
 Supervisor Signature

Mon 5/6 Mowed a long HHH, Badger Mart, across from Badger Mart, across from lumber yard
 Tues 5/7 Turned on cooler at concession stand, opened, rest bathrooms and cleaned
 Wed 5/8 Weed wacked at park, mowed playground, outside of dog park, small ball field, dragged infield
 Thurs 5/9 Emptied garbage at FCC, put out garbage cans at park, arranged picnic table
 Fri 5/10 got park ready for Farmers market, mowed Park, green shed + Village green,

Employee Timecard - LPHELAN-07/27/2015

05/06/2024 - 05/12/2024 [7 days]

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
05/06/2024 Mon	301 [SEW]	06:28AM	12:54PM	6.5000000		
	301 [SEW]	01:15PM	03:27PM	2.0000000		8.50
05/07/2024 Tue	301 [SEW]	06:26AM	12:12PM	5.7500000		
	301 [SEW]	12:41PM	03:24PM	2.7500000		8.50
05/08/2024 Wed	301 [SEW]	06:30AM	02:54PM	8.5000000		8.50
05/09/2024 Thu	301 [SEW]	06:27AM	12:30PM*	6.0000000		
	301 [SEW]	12:55PM*	03:24PM	2.5000000		8.50
05/10/2024 Fri	301 [SEW]	06:27AM	11:53AM	5.5000000		5.50

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									60.00
3 [SICK]									10.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	39.50		39.50					
TOTALS		39.50		39.50					78.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Dale Peterson Weekly Work Log 5-6-2024

Monday 5-6-2024

Daily Labs at WWTP 2 Hours

✓ Assisted Contractor setting Curb box at the Depot 1 Hour, Checked in with Electrical work at the park 2 Hours, Pumped sludge and general cleaning etc at the WWTP 3 Hours.

Tuesday 5-7-2024:

✓ Daily Labs at WWTP 2 Hours

Adjusted and observed wasting and digester cycles 4 Hours, Train and test prep for Braden 2 Hours...

Wednesday 5-8-2024:

Daily Labs at WWTP 2 Hours

✓ Finalized orders for polymer and GeoTubes 1 Hour, Pumped sludge 2 Hours, Purged and cleaned polymer system 3 Hours.

Thursday: 5-9-2024:

✓ Daily Labs at WWTP 2 Hours

Prepared and pulled PFAS samples 2 Hours, Cleaned skimmers 2 Hours, continued purging polymer system 2 Hours

Friday 5-10-2024:

✓ Daily Labs at WWTP 2 Hours

Pumped down and scrubbed clarifiers 3 Hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 05/14/2024

05/06/2024 - 05/12/2024 [7 days]

Report Time: 3:00:51 PM

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
05/06/2024 Mon	401 [STW]	06:55AM	02:34PM	7.5000000		7.50
05/07/2024 Tue	401 [STW]	06:55AM	12:15PM	5.2500000		
	401 [STW]	12:40PM	03:30PM*	2.7500000		8.00
05/08/2024 Wed	401 [STW]	06:54AM	03:12PM	8.2500000		
	401 [STW]	03:59PM	05:59PM*	2.0000000		10.25
05/09/2024 Thu	401 [STW]	06:25AM	12:43PM	6.2500000		
	401 [STW]	01:14PM	03:33PM	2.2500000		8.50
05/10/2024 Fri	401 [STW]	06:55AM	03:04PM	5.7500000	2.2500000	8.00
05/11/2024 Sat	401 [STW]	09:01AM	11:01AM*		2.0000000	2.00
05/12/2024 Sun	401 [STW]	10:50AM	12:50PM*		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]									39.75
6 [FH]									8.00
7 [BREV]									
401 [STW]	1[UNUSED]	40.00	6.25	46.25					
TOTALS		40.00	6.25	46.25					94.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL

Employee Signature

x [Signature]

Supervisor Signature

Monday May 6 2024:

✓ Daily rounds. – 2 hours – Water/Sewer

Meeting with AB electric over park project. – 1 hour - Parks

Burning brush. – 3 hours

Brush pickup. – 2 hours

Tuesday May 7 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Getting bathrooms opened up and cooler in concession stand. – 4 hours

Getting ready for DNR exams. – 2 hours – Water/Sewer

Wednesday May 8 2024:

✓ DNR exams. – 8 hours – Water/Sewer

Thursday May 9 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Getting garbage cans set up at shelter. – 3 hours - Parks

Running sample to Madison. – 2 hours - Water

Friday May 10 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Working on mowers. – 3 hours - Parks

Trimming at park. – 3 hours - Parks

Saturday May 11 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Sunday May 12 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer