

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

Report Date: 05/30/2024

Report Time: 3:05:32 PM

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

05/13/2024 - 05/26/2024 [14 days]

Employee	Police Wages Reg Hours	Police Phone Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho Hours	Vacation Hours	Police Sick Hours	Police Grant Reg Hours	Total Hrs
<b>LOC: 1 [Village of Ridgeway]</b>									
<b>DEPT: PD [Police]</b>									
GORHAM, MICHAEL [PD011]	89.75		-9.75					7.00	87.00
<b>PD [Police] Total:</b>	89.75	0.00	-9.75	0.00	0.00	0.00	0.00	7.00	87.00
<b>Head Count:</b>									<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>	89.75	0.00	-9.75	0.00	0.00	0.00	0.00	7.00	87.00
<b>Head Count:</b>									<b>1</b>
<b>Grand Total:</b>	89.75	0.00	-9.75	0.00	0.00	0.00	0.00	✓7.00	87.00
<b>Head Count:</b>									<b>1</b>

END OF REPORT

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

V 1334 - 1339

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

05/13/2024 - 05/19/2024 [7 days]

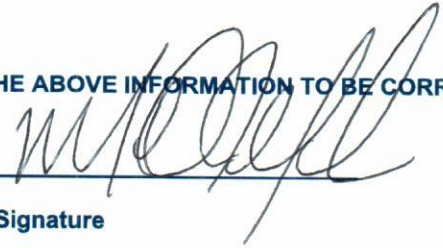
#### PD011 [GORHAM, MICHAEL]

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
05/13/2024 Mon	201 [POW]	03:30PM*	05:00hrs			
05/14/2024 Tue	201 [POW]	03:14PM	11:00PM*	7.7500000		7.75
05/15/2024 Wed	205 [POP]	08:30AM*	06:00PM*	9.5000000		9.50
05/16/2024 Thu	201 [POW]	04:00PM	10:54PM	7.0000000		7.00
05/17/2024 Fri	201 [POW]	03:02PM	11:36PM	8.5000000		8.50
05/18/2024 Sat	205 [POP]	04:00PM*	12:00AM*	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]									165.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	23.25		23.25					
205 [POP]	1[UNUSED]	17.50		17.50					
<b>TOTALS</b>		<b>40.75</b>		<b>40.75</b>					<b>284.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
 Employee Signature

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

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

Report Date: 05/28/2024

05/20/2024 - 05/26/2024 [7 days]

Report Time: 1:03:16 PM

#### 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
05/21/2024 Tue	201 [POW]	04:12PM	12:41AM	8.5000000		8.50
05/22/2024 Wed	201 [POW]	08:30AM*	12:30PM*	4.0000000		
	201 [POW]	04:30PM*	10:55PM	6.5000000		10.50
05/23/2024 Thu	201 [POW]	04:00PM*	10:55PM	7.0000000		7.00
05/24/2024 Fri	201 [POW]	03:57PM	10:56PM	7.0000000		7.00
05/25/2024 Sat	201 [POW]	04:33PM	11:53PM	7.5000000		7.50
05/26/2024 Sun	206 [POG]	01:00PM*	08:00PM*	7.0000000		
	208 [PADJ]			-9.7500000		-2.75

#### 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]	40.50		40.50					
206 [POG]	1[UNUSED]	7.00		7.00					
208 [PADJ]	1[UNUSED]	-9.75		-9.75					
<b>TOTALS</b>		<b>37.75</b>		<b>37.75</b>					<b>284.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

→ Grant Sunday 1:00 p.m - 8:00 p.m -

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

Report Date: 05/30/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 2:06:10 PM

05/13/2024 - 05/26/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	43.50 ✓	0.00	43.50
AD [General Admin]	503[TRS]	1.50 ✓	0.00	1.50
AD [General Admin]	506[TRBV]	4.00 ✓	0.00	4.00
AD [General Admin]	511[CW]	15.50 ✓	0.00	15.50
AD [General Admin]	513[CS]	1.50 ✓	0.00	1.50
AD [General Admin]	516[CBV]	4.00 ✓	0.00	4.00
SE [Sewer]	305[SADW]	1.75 ✓	0.00	1.75
WA [Water]	605[WADW]	1.75 ✓	0.00	1.75
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>73.50</b>	<b>0.00</b>	<b>73.50</b> ✓
<b>Employee: AD004 [CUSHMAN, SHYANNE]</b>				
DC [Deputy Clerk]	511[CW]	64.00 ✓	0.00	64.00
SE [Sewer]	305[SADW]	4.00 ✓	0.00	4.00
WA [Water]	605[WADW]	4.00 ✓	0.00	4.00
<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]	7.75 ✓	0.00	7.75
PA [Parks]	101[PAW]	20.75 ✓	0.00	20.75
ST [Streets]	401[STW]	21.00 ✓	0.00	21.00
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>49.50</b>	<b>0.00</b>	<b>49.50</b> ✓
<b>Employee: PW005 [PETERSON, DALE]</b>				
SE [Sewer]	301[SEW]	42.50 ✓	2.75 ✓	45.25
SE [Sewer]	303[SES]	2.00 ✓	0.00	2.00
SE [Sewer]	304[SEV]	6.50 ✓	0.00	6.50
ST [Streets]	401[STW]	6.00 ✓	0.00	6.00
WA [Water]	601[WAW]	13.00 ✓	0.00	13.00
WA [Water]	603[WAS]	2.00 ✓	0.00	2.00
WA [Water]	604[WAV]	6.50 ✓	0.00	6.50
<b>PW005 [PETERSON, DALE] Total:</b>		<b>78.50</b>	<b>2.75</b>	<b>81.25</b> ✓
<b>Employee: SP003 [LOSBY, BRADEN]</b>				
PA [Parks]	101[PAW]	19.25 ✓	2.00 ✓	21.25
SE [Sewer]	301[SEW]	18.00 ✓	8.00 ✓	26.00
ST [Streets]	401[STW]	30.75 ✓	4.25 ✓	35.00
WA [Water]	601[WAW]	12.00 ✓	4.00 ✓	16.00
<b>SP003 [LOSBY, BRADEN] Total:</b>		<b>80.00</b>	<b>18.25</b>	<b>98.25</b> ✓
<b>Grand Totals:</b>		<b>353.50</b> ✓	<b>21.00</b> ✓	<b>374.50</b>

*Vac -13  
SICK-4*

END OF REPORT

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

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

Report Date: 05/20/2024

05/13/2024 - 05/19/2024 [7 days]

Report Time: 8:45:16 AM

<b>AD001 [PHELAN, LORI L]</b>			
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
05/13/2024 Mon	501 [TRW]	08:02AM	01:41PM	5.7500000		8.00
	501 [TRW]	02:09PM	04:30PM	2.2500000		
05/14/2024 Tue	501 [TRW]	08:00AM	03:04PM	7.0000000		11.50
	501 [TRW]	05:22PM	09:38PM	4.5000000		
05/15/2024 Wed	501 [TRW]	08:02AM	12:55PM	5.0000000		8.00
	501 [TRW]	01:36PM	04:35PM	3.0000000		
05/16/2024 Thu	501 [TRW]	08:00AM	11:00AM	3.0000000		3.00
05/17/2024 Fri	501 [TRW]	07:59AM	12:01PM	4.0000000		7.75
	501 [TRW]	12:43PM	04:35PM	3.7500000		

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
3 [SICK]									8.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	38.25		38.25					
<b>TOTALS</b>		<b>38.25</b>		<b>38.25</b>					<b>100.00</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 May 13-17, 2024

Monday

- Print/distribute timesheets
- ✓ ● Emails
- Bank Deposit
- Enter checks for BOT approval
- Draft Minutes for MC

Tuesday

- Emails
- ✓ ● Allocate timesheets
- Print checks and prepare for approval and signatures
- BOT Meeting

Wednesday

- MHTC onsite-plan for Fiber and phone
- ✓ ● Emails
- Finalize and post draft BOT meeting minutes
- Prepare/process 5.22.24 payroll
  - Send ACH file to FSB

Thursday

- ✓ ● Emails
- Send ACH Utility files to FSB for approval
- Out @ 11am

Friday

- ✓ ● Emails
- Bank Deposit
- Complete payroll processing and accounting
  - Submit and Pay 941, May W6 and WRS contributions

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

Report Date: 05/20/2024

05/13/2024 - 05/19/2024 [7 days]

Report Time: 8:45:16 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
05/13/2024 Mon	511 [CW]	07:59AM	11:30AM	3.5000000		8.00
	511 [CW]	11:59AM	04:30PM	4.5000000		
05/14/2024 Tue	511 [CW]	08:00AM	12:40PM	4.7500000		9.50
	511 [CW]	02:17PM	04:38PM	2.5000000		
	511 [CW]	06:45PM	09:04PM	2.2500000		
05/15/2024 Wed	511 [CW]	07:59AM	12:01PM	4.0000000		8.00
	511 [CW]	12:31PM	04:30PM	4.0000000		
05/16/2024 Thu	511 [CW]	07:58AM	01:31PM	5.5000000		8.00
	511 [CW]	02:02PM	04:30PM	2.5000000		
05/17/2024 Fri	511 [CW]	07:59AM	10:30AM	2.5000000		2.50

#### 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					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>136.00</b>

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
- Clean Up Day

## Tuesday

- Utility Payments/Final Read (1 Hour)
- Social Posting - Veterans Social Plan
- 4th of July Planning
- Board Meeting (2.25 hours)
- Clean Up Day

## Wednesday

- Utility Payments (30 minutes)
- Social Posting
- 4th of July Planning
- Dog License
- Clean Up Day

## Thursday

- Utility Billing (1.5 hours)
- Social Posting
- 4th of July Event Planning
- Library Carpet
- Dog License
- Park & Rec Meeting Planning
- Grant Research

## Friday (2.5 hours)

- Utility Payments/Seasonal Adjustment (1 hour)
- 4th of July Event Planning
- Social Posting



Employee Timecard - LPHELAN-07/27/2015

Report Date: 05/20/2024

05/13/2024 - 05/19/2024 [7 days]

Report Time: 8:45:16 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
05/13/2024 Mon	401 [STW]	08:05AM	12:47PM	4.7500000		4.75
05/14/2024 Tue	401 [STW]	08:07AM	02:33PM	6.5000000		6.50
05/15/2024 Wed	401 [STW]	08:01AM	01:57PM	6.0000000		6.00
05/16/2024 Thu	401 [STW]	08:06AM	01:11PM	5.2500000		5.25
05/17/2024 Fri	401 [STW]	08:00AM	01:20PM	5.2500000		5.25

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]	27.75		27.75					
<b>TOTALS</b>		<b>27.75</b>		<b>27.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*  
Employee Signature

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

Mon 5/13 Mowed RCC lawn, dog park, other side of RCC lawn fence, got a load of sand from quarry for small ball field.

Tues 5/14 Emptied garbage at RCC, cleaned cooler at concession stand, mowed floors in cooler spread sand at small ball field and dragged.

Wed 5/15 checked cooler in concession stand, mowed along HHH, Home Talent field, dragged small ball field again.

Thurs 5/16 cleared out paint supplies from edder room, mowed Well #1, cemetery, ditches on HHH, next to budget Mart.

Fri 5/17 Mowed part of playground, mowed spot, dragged Home Talent field.

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

Report Date: 05/20/2024

05/13/2024 - 05/19/2024 [7 days]

Report Time: 8:45:16 AM

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

<b>Time Card</b>						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
05/13/2024 Mon	301 [SEW]	06:35AM	11:39AM	5.2500000		8.50
	301 [SEW]	12:12PM	03:24PM	3.2500000		
05/14/2024 Tue	604 [WAV]			4.0000000		10.00
	301 [SEW]	06:53PM	08:59PM	2.0000000		
05/15/2024 Wed	304 [SEV]			4.0000000		6.50
	303 [SES]			2.0000000		
	301 [SEW]	06:38AM	09:13AM	2.5000000		
05/16/2024 Thu	603 [WAS]			2.0000000		8.50
	301 [SEW]	06:28AM	12:00PM*	5.5000000		
05/17/2024 Fri	301 [SEW]	12:30PM*	03:24PM	3.0000000		5.00
	604 [WAV]			2.5000000		
	304 [SEV]			2.5000000		

<b>Summary - PW005 [PETERSON, DALE]</b>									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					60.00	-47.00	13.00		
3 [SICK]					10.00		4.00		6.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	21.50		21.50					
303 [SES]	1[UNUSED]	2.00		2.00					
304 [SEV]	1[UNUSED]	6.50		6.50					
603 [WAS]	1[UNUSED]	2.00		2.00					
604 [WAV]	1[UNUSED]	6.50		6.50					
<b>TOTALS</b>		<b>38.50</b>		<b>38.50</b>	<b>70.00</b>	<b>-47.00</b>	<b>17.00</b>		<b>14.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

Dale Peterson Weekly Work Log 5-13-2024

Monday 5-13-2024

✓ Daily Labs at WWTP 2 Hours

Pumped sludge and calibrated polymer system 4 Hours, Adjusted wasting and digester cycles 2 Hours

Tuesday 5-14-2024:

✓ 8 Hours Vacation

*Board Mtg - 2*

Wednesday 5-15-2024:

Daily Labs at WWTP 2 Hours

✓ Called out for a structure fire in Avoca used 4 Hours of sick time.

Thursday: 5-16-2024:

✓ Daily Labs at WWTP 2 Hours

Unloaded and setup new polymer barrel 2 Hours, repaired mowing deck and installed on New Holland Mower 2 Hours, Cleaned skimmers and algae growth on clarifiers 2 Hours.

Friday 5-17-2024:

✓ Daily Labs at WWTP 2 Hours

Pumped down and scrubbed clarifiers 3 Hours

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

Report Date: 05/20/2024

05/13/2024 - 05/19/2024 [7 days]

Report Time: 8:45:16 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
05/13/2024 Mon	401 [STW]	06:54AM	12:36PM	5.500000		8.00
	401 [STW]	01:03PM	03:30PM	2.500000		
05/14/2024 Tue	401 [STW]	06:55AM	11:29AM	4.500000		10.00
	401 [STW]	11:59AM	03:37PM	3.500000		
	401 [STW]	06:58PM	09:03PM	2.000000		
05/15/2024 Wed	401 [STW]	06:55AM	11:52AM	4.750000		8.75
	401 [STW]	12:31PM	04:35PM	4.000000		
05/16/2024 Thu	401 [STW]	06:55AM	12:13PM	5.250000		8.00
	401 [STW]	12:46PM	03:29PM	2.750000		
05/17/2024 Fri	401 [STW]	06:57AM	11:22AM	4.250000		9.50
	401 [STW]	12:01PM	05:18PM	1.000000	4.250000	
05/18/2024 Sat	301 [SEW]	10:32AM	12:32PM*		2.000000	2.00
05/19/2024 Sun	601 [WAW]	11:29AM	01:29PM*		2.000000	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]									
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	4.25	44.25					
601 [WAW]	1[UNUSED]		2.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>8.25</b>	<b>48.25</b>					<b>94.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_

Employee Signature

X  \_\_\_\_\_

Supervisor Signature

Weekly Work Log May 13 – May 19 2024

Braden Losby

✓ Monday May 13 2024:

- ✓ Daily rounds. – 2 hours – Water/Sewer
- ✓ Getting load of gravel fines from corey. – 3 hours
- ✓ Working on concession stand and going over park project. – 3 hours

Tuesday May 14 2024:

- ✓ Daily rounds. – 2 hours – Water/Sewer
- Working on little league field. – 3 hours
- Cleaning concession stand. – 3 hours

*Board Mtg - 2*

Wednesday May 15 2024:

- Daily rounds. – 2 hours – Water/Sewer
- ✓ Mowing/Trimming. – 3 hours
- Working on little league field. – 4 hours

Thursday May 16 2024:

- Daily rounds. – 2 hours – Water/Sewer
- ✓ Cleaning shop. – 2 hours
- Street sweeping. – 4 hours

Friday May 17 2024:

- Daily rounds. – 2 hours – Water/Sewer
- ✓ Mowing and trimming. – 4 hours
- Changing trash and cleaning park. – 4 hours

Saturday May 18 2024:

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

Sunday May 19 2024:

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

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

Report Date: 05/29/2024

05/20/2024 - 05/26/2024 [7 days]

Report Time: 11:54:47 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
05/20/2024 Mon	503 [TRS]			3.0000000		
	501 [TRW]	07:59AM	01:01PM	5.0000000		8.00
05/21/2024 Tue	501 [TRW]	07:43AM	01:55PM	6.2500000		6.25
05/22/2024 Wed	501 [TRW]	07:31AM*	12:26PM	5.0000000		5.00
05/23/2024 Thu	516 [CBV]			4.0000000		
	506 [TRBV]			4.0000000		8.00
05/24/2024 Fri	501 [TRW]	07:54AM	11:30AM	3.5000000		
	501 [TRW]	11:58AM	04:30PM	4.5000000		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]									84.00
3 [SICK]					8.00		3.00		5.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	24.25		24.25					
503 [TRS]	1[UNUSED]	3.00		3.00					
506 [TRBV]	1[UNUSED]	4.00		4.00					
516 [CBV]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>35.25</b>		<b>35.25</b>	<b>8.00</b>		<b>3.00</b>		<b>97.00</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 May 20-24, 2024

Monday

- Emails
- Print/distribute timesheets
- ✓ • Verizon lease payments/update Village address
- Half Day-Dentist

Tuesday

- Enter invoices and CC receipts in WH
- Emails
- ✓ • Prepare form for 2nd reimbursement request for DNR grant project
- Review liquor/tobacco and operator applications submitted to date
- Out early

Wednesday

- Enter invoices/ACH payments
- Emails
- ✓ • Process online Util payments
- Half Day

Thursday

- ✓ • Bereavement

Friday

- Emails
- ✓ • Process/print RShort final BOT check
- Generate FM Entertainment Ck
- Submit SRC to PSC
- Update garbage/recycling rates in WH

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

Report Date: 05/28/2024

05/20/2024 - 05/26/2024 [7 days]

Report Time: 1:03:16 PM

#### 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
05/20/2024 Mon	511 [CW]	07:59AM	12:04PM	4.0000000		8.00
	511 [CW]	12:35PM	04:30PM	4.0000000		
05/21/2024 Tue	511 [CW]	07:59AM	12:19PM	4.2500000		8.00
	511 [CW]	12:48PM	04:30PM	3.7500000		
05/22/2024 Wed	511 [CW]	07:57AM	11:28AM	3.5000000		8.00
	511 [CW]	12:02PM	04:31PM	4.5000000		
05/23/2024 Thu	511 [CW]	08:00AM	01:25PM	5.5000000		8.00
	511 [CW]	01:57PM	04:30PM	2.5000000		
05/24/2024 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]									108.00
3 [SICK]									20.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>136.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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



# Time Distribution

## Monday

- Utility Payments/Final Read (1.5 hours)
- 4th of July Planning
- Social Posting
- Dog Licenses

## Tuesday

- Utility Payments (30 min)
- Park & Rec Planning
- Neighborhood Street Party Research
- Social Posting

## Wednesday

- Utility Payments (1.5 hour)
- Social Posting
- Burn Permit
- 4th of July Planning

## Thursday

- 4th of July Event Planning - meeting with Michele
- Utility Payments (15 min)
- Social Posting

## Friday (4 hours)

- Utility Payments (15 min)
- 4th of July Event Planning

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

Report Date: 05/28/2024

05/20/2024 - 05/26/2024 [7 days]

Report Time: 1:03:16 PM

<b>PW003 [JOHNSON, HARRY]</b>			
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
05/20/2024 Mon	401 [STW]	08:05AM	11:58AM	4.0000000		4.00
05/21/2024 Tue	401 [STW]	08:09AM	12:30PM	4.2500000		4.25
05/22/2024 Wed	401 [STW]	08:12AM	01:00PM	4.7500000		4.75
05/23/2024 Thu	401 [STW]	08:05AM	01:13PM	5.2500000		5.25
05/24/2024 Fri	401 [STW]	07:50AM	11:16AM	3.5000000		3.50

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]	21.75		21.75					
<b>TOTALS</b>		<b>21.75</b>		<b>21.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
 Employee Signature

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

*Mon 5/20 Moved latch on electrical shed at park, sweep and washed shop floor, cleared of Mower*  
*Tues 5/21, Remove table from back of Golden room*  
*Wed 5/22, Weeds eaten around town + park, helped load mower on trailer*  
*Wed 5/22 Picked up brush, Mowed green shed, cardinal way*  
*Pond, Volley ball area*  
*Thurs 5/23 Mowed Ace lawn, across from church, North street, ball fields, duged ball fields*  
*Fri 5/24 Mowed part of park, village green, got park ready for Farmers Market + ball game*

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

Report Date: 05/28/2024

05/20/2024 - 05/26/2024 [7 days]

Report Time: 1:03:16 PM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
05/20/2024 Mon	301 [SEW]	06:42AM	03:23PM	8.7500000		8.75
05/21/2024 Tue	301 [SEW]	06:32AM	02:55PM	8.5000000		
	601 [WAW]	09:00PM*	10:00PM*	1.0000000		
	301 [SEW]	10:00PM*	11:00PM*	1.0000000		10.50
05/22/2024 Wed	301 [SEW]	06:37AM	04:05PM*	9.5000000		9.50
05/23/2024 Thu	301 [SEW]	06:32AM	12:20PM	5.7500000		
	301 [SEW]	12:31PM	02:26PM	2.0000000		7.75
05/24/2024 Fri	301 [SEW]	06:29AM	12:44PM	3.5000000	2.7500000	6.25

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]									6.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	39.00	2.75	41.75					
601 [WAW]	1[UNUSED]	1.00		1.00					
<b>TOTALS</b>		<b>40.00</b>	<b>2.75</b>	<b>42.75</b>					<b>14.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

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

Dale Peterson Weekly Work Log 5-20-2024

Monday 5-20-2024

Daily Labs at WWTP 2 Hours

✓ Unloaded new Geo Tubes 1 Hour, cleaned and prepped old skid steer for return 2 Hours, cleaned influent trough and screen 3 Hours.

Tuesday 5-21-2024:

Daily Labs at WWTP 2 Hours

✓ Cleaned pumped down and scrubbed clarifiers due to excess algae buildup 6 Hours.

Wednesday 5-22-2024:

Daily Labs at WWTP 2 Hours

✓ Started Hauling out sludge from a GeoTube 4 Hours, Tree debris clean up 2 Hours, Delivered sludge samples to Baraboo Lab 1.5 Hours.

Thursday: 5-23-2024:

Daily Labs at WWTP 2 Hours

✓ Continued GeoTube Haul out 5.75 Hours

Friday 5-24-2024:

✓ Daily Labs 2 Hours

Finished loading GeoTubes 2 Hours, Wrap up meeting with Bart Nies 2.25 Hours

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

Report Date: 05/28/2024

05/20/2024 - 05/26/2024 [7 days]

Report Time: 1:03:16 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
05/20/2024 Mon	401 [STW]	06:56AM	11:26AM	4.5000000		8.00
	401 [STW]	11:59AM	03:30PM	3.5000000		
05/21/2024 Tue	401 [STW]	06:54AM	04:22PM	9.2500000		13.00
	401 [STW]	07:43PM	11:30PM*	3.7500000		
05/22/2024 Wed	401 [STW]	06:55AM	03:11PM	8.2500000		8.25
05/23/2024 Thu	401 [STW]	06:55AM	11:33AM	4.5000000		7.50
	401 [STW]	12:08PM	03:17PM	3.0000000		
05/24/2024 Fri	401 [STW]	06:55AM	02:15PM	3.2500000	4.0000000	7.25
05/25/2024 Sat	401 [STW]	08:48AM	10:48AM*		2.0000000	4.00
	101 [PAW]	09:00PM*	11:00PM*		2.0000000	
05/26/2024 Sun	401 [STW]	07:22AM	09:22AM*		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]									
101 [PAW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	8.00	48.00					
<b>TOTALS</b>		<b>40.00</b>	<b>10.00</b>	<b>50.00</b>					<b>94.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature

Weekly Work Log May 20 – May 26 2024 Braden Losby

**Monday May 20 2024:**

Daily rounds. – 2 hours – Water/Sewer

✓ Taking possession of new track loader. – 3 hours

Pushing brush. – 2 hours

Street sweeping. – 1 hour

**Tuesday May 21 2024:**

Daily rounds. – 2 hours – Water/Sewer

Working on park. – 3 hours

✓ Getting Ferris mower fixed. – 3 hours

Storm damage cleanup. – 4 hours

**Wednesday May 22 2024:**

✓ Daily rounds. – 2 hours – Water/Sewer

Working on geo tube. – 6.25 hours

**Thursday May 23 2024:**

Daily rounds. – 2 hours – Water/Sewer

✓ Working on geo tube. – 3 hours

Storm cleanup. – 3 hours

**Friday May 24 2024:**

Daily rounds. – 2 hours – Water/Sewer

✓ Working on geo tube. – 3 hours

Meeting with Delta 3 – 2 hours

**Saturday May 25 2024:**

Weekend rounds. – 2 hours – Water/Sewer

✓ Call in at the ballpark. – 2 hours

**Sunday May 26 2024:**

✓ Weekend rounds. – 2 hours – Water/Sewer