

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

Report Date: 10/29/2025

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

Report Time: 9:01:19 AM

10/13/2025 - 10/26/2025 [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]		58.50		1.50			8.00	12.00			80.00
PD [Police] Total:		58.50	0.00	1.50	0.00	0.00	8.00	12.00		0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		58.50	0.00	1.50	0.00	0.00	8.00	12.00		0.00	80.00
Head Count:											1
Grand Total:		58.50	0.00	1.50	0.00	0.00	8.00	12.00		0.00	80.00
Head Count:											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/20/2025

10/13/2025 - 10/19/2025 [7 days]

Report Time: 8:24:03 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
10/13/2025 Mon	201 [POW]	01:19PM*	09:59PM*	8.7500000		8.75
10/14/2025 Tue	203 [POS]			4.0000000		
	201 [POW]	05:29PM*	11:01PM	5.5000000		9.50
10/15/2025 Wed	204 [POV]			8.0000000		8.00
10/16/2025 Thu	201 [POW]	06:52PM	10:11PM	3.5000000		3.50
10/17/2025 Fri	201 [POW]	04:25PM	11:22PM	6.7500000		6.75
10/18/2025 Sat	201 [POW]	06:53PM	10:17PM	3.2500000		3.25

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					22.00		8.00		14.00
3 [SICK]					78.50		4.00		74.50
6 [FH]									
201 [POW]	1[UNUSED]	27.75		27.75					
203 [POS]	1[UNUSED]	4.00		4.00					
204 [POV]	1[UNUSED]	8.00		8.00					
TOTALS		39.75		39.75	100.50		12.00		88.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/27/2025

10/20/2025 - 10/26/2025 [7 days]

Report Time: 1:08:02 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
10/20/2025 Mon	201 [POW]	01:38PM*	08:52PM	7.0000000		7.00
10/21/2025 Tue	201 [POW]	03:04PM*	09:13PM	6.2500000		6.25
10/22/2025 Wed	203 [POS]			8.0000000		8.00
10/23/2025 Thu	201 [POW]	02:11PM	11:26PM	9.2500000		9.25
10/25/2025 Sat	201 [POW]	03:06PM*	11:14PM*	8.2500000		8.25
10/26/2025 Sun	208 [PADJ]			1.5000000		1.50

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									14.00
3 [SICK]					74.50		8.00		66.50
6 [FH]									
201 [POW]	1[UNUSED]	30.75		30.75					
203 [POS]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	1.50		1.50					
TOTALS		40.25		40.25	74.50		8.00		80.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

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

Report Date: 10/29/2025

Report Time: 8:46:36 AM

Primary Sort By: Employee;DEPT(G2)

10/20/2025 - 10/26/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	10.75	0.00	10.75
AD [General Admin]	511[CW]	11.50	0.00	11.50
EL [ADMIN-ELECTION]	551[ECW]	2.50	0.00	2.50
SE [Sewer]	305[SADW]	6.75	0.00	6.75
WA [Water]	605[WADW]	6.75	0.00	6.75
AD001 [PHELAN, LORI L] Total:		38.25	0.00	38.25
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	29.50	0.00	29.50
PA [Parks]	101[PAW]	2.00	0.00	2.00
SE [Sewer]	305[SADW]	2.25	0.00	2.25
WA [Water]	605[WADW]	2.25	0.00	2.25
AD005 [RINIKER, MARJORIE] Total:		36.00	0.00	36.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	14.25	0.00	14.25
PA [Parks]	101[PAW]	6.50	0.00	6.50
PW003 [JOHNSON, HARRY] Total:		20.75	0.00	20.75
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	28.00	5.75	33.75
WA [Water]	601[WAW]	12.00	2.00	14.00
PW007 [LARKINS, LAMONT] Total:		40.00	7.75	47.75
Employee: SP004 [MECKLEY, KEVIN]				
SE [Sewer]	301[SEW]	19.00	0.00	19.00
ST [Streets]	401[STW]	20.00	0.75	20.75
WA [Water]	601[WAW]	1.00	0.00	1.00
SP004 [MECKLEY, KEVIN] Total:		40.00	0.75	40.75
Grand Totals:		175.00	8.50	183.50

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/27/2025

10/20/2025 - 10/26/2025 [7 days]

Report Time: 1:08:02 PM

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
10/20/2025 Mon	501 [TRW]	07:56AM	11:56AM	4.0000000		
	501 [TRW]	01:05PM	04:33PM	3.5000000		7.50
10/21/2025 Tue	501 [TRW]	08:08AM	12:28PM	4.2500000		
	501 [TRW]	01:13PM	04:34PM	3.2500000		7.50
10/22/2025 Wed	501 [TRW]	08:08AM	03:01PM	6.7500000		
	501 [TRW]	04:12PM	08:30PM	4.2500000		11.00
10/23/2025 Thu	501 [TRW]	08:06AM	12:45PM	4.7500000		
	501 [TRW]	01:30PM	04:39PM	3.2500000		8.00
10/24/2025 Fri	501 [TRW]	08:09AM	12:35PM	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]									63.00
3 [SICK]									62.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	38.25		38.25					
TOTALS		38.25		38.25					133.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Lori L. Phelan

Employee Signature

X _____

Supervisor Signature

Lori Phelan - Time Distribution Work Log October 20-26, 2025

Monday 10/20

- Treasurer (2.5 hrs)
 - 2025 Budget Status
 - 2026 Budget meeting prep
- Clerk (1.5 hrs)
 - Timesheet distribution
 - Finance Committee Meeting agenda/draft minutes
- Utility Admin

Tuesday 10/21

- Clerk (1 hr)
 - New business cards-design, tax exempt application
- Treasurer (2 hrs)
 - Remote bank deposit
 - Ehlers-2026 Budget workbook
- Election Admin (2.5 hr)
 - Poll worker communication, social post, website update
 - 2026 Election Calendar, Draft Type A Notice
- Utility Admin (2 hrs)
 - Customer assistance information/website update
 - Ehlers-PFP, Water and Sewer Budgets

Wednesday 10/22

- Treasurer (3 hrs)
 - Budget workshop
- Clerk
 - HeyGov Support-Forms, access, payments
- Utility Admin
 - Ehlers-Sewer and Water Fund status
 - Process ACH NSF w/Marj
 - Process Direct Pay application
 - Utility shut off request
 - Clerk list
 - PSC

Thursday 10/23

- Treasurer (1.5 hr)
 - Bank deposit-Courier-Train Marj
 - Budget updates
- Clerk (5 hrs)
 - Staff 2026 compensation letters
 - Complaint-Ordinance violations
 - CDBG work - income survey
- Utility Admin (1.5 hr)
 - PSC-Closed acct question, Landlord tenant issue
 - Balance Adjustment-train Marj

Friday 10/24

- Treasurer (1.75 hrs)
 - Budgets/wages
- Clerk (2.5 hrs)
 - Meet w/Brad
 - Income survey letter
 - Staff compensation letters
 - Insurance open enrollments

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/27/2025

10/20/2025 - 10/26/2025 [7 days]

Report Time: 1:08:02 PM

AD005 [RINIKER, MARJORIE]

Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/20/2025 Mon	701 [ADSW]	07:58AM	01:30PM	5.5000000		8.00
	701 [ADSW]	02:04PM	04:32PM	2.5000000		
10/21/2025 Tue	701 [ADSW]	07:55AM	01:24PM	5.5000000		8.00
	701 [ADSW]	02:03PM	04:29PM	2.5000000		
10/22/2025 Wed	701 [ADSW]	07:57AM	12:48PM	4.7500000		8.00
	701 [ADSW]	01:20PM	04:33PM	3.2500000		
10/23/2025 Thu	701 [ADSW]	07:54AM	01:58PM	6.0000000		8.00
	701 [ADSW]	02:37PM	04:31PM	2.0000000		
10/24/2025 Fri	701 [ADSW]	07:54AM	11:59AM	4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									36.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					80.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Marj Riniker*
Employee Signature

x *Lori L. Rhelan*
Supervisor Signature

Marj Riniker

Week of

10/20/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	2.75	4				6.75
Invoices	1		1	0.5	0.75	3.25
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	1.5	1	1	1.5	0.25	5.25
Social Media (create content, monitor accts, posting)			3.75	0.75	0.5	5
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	2.25	1.25	0.75	2.75	1	8
meetings - inperson or online		1			0.25	1.25
Clerk/treasurer						0
grant work						0
Property tax						0
Elections						0
Daily totals	7.5	7.25	6.5	5.5	2.75	
Admin/Deputy Totals						29.5
Park/Rec						
Event planning				0.75	1	1.75
Meetings/prep				0.25		0.25
Social Media						0
Daily totals	0	0	0	1	1	
Park/Rec Totals						2
Utility						
Billing	0.5	0.75	1.5	1.5	0.25	4.5
Daily totals	0.5	0.75	1.5	1.5	0.25	
Utility Totals						4.5
Daily totals	8	8	8	8	4	
Total hours						36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/27/2025

10/20/2025 - 10/26/2025 [7 days]

Report Time: 1:08:02 PM

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
10/20/2025 Mon	401 [STW]	09:29AM	12:30PM	3.0000000		3.00
10/21/2025 Tue	401 [STW]	08:04AM	12:37PM	4.5000000		4.50
10/22/2025 Wed	401 [STW]	08:03AM	12:06PM	4.0000000		4.00
10/23/2025 Thu	401 [STW]	08:05AM	12:35PM	4.5000000		4.50
10/24/2025 Fri	401 [STW]	08:06AM	12:48PM	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]	20.75		20.75					
TOTALS		20.75		20.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 10/20 worked at RCC
 Tues 10/21 put together halloween decorations and install batteries
 Wed 10/22 cleaned shop office, checked park and bathrooms
 Thurs 10/23 worked at RCC, finished halloween decorations
 Fri 10/24 put up fire alarm at RCC, put away garbage cans at park

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/28/2025

10/20/2025 - 10/26/2025 [7 days]

Report Time: 9:12:04 AM

PW007 [LARKINS, LAMONT]

Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/20/2025 Mon	301 [SEW]	05:58AM	12:00PM	6.0000000		9.75
	301 [SEW]	12:30PM	04:11PM	3.7500000		
10/21/2025 Tue	301 [SEW]	06:00AM	12:00PM	6.0000000		7.50
	301 [SEW]	12:29PM	02:02PM	1.5000000		
10/22/2025 Wed	301 [SEW]	06:00AM	12:00PM	6.0000000		11.50
	301 [SEW]	12:30PM	03:12PM	2.7500000		
	301 [SEW]	05:00PM	07:50PM	2.7500000		
10/23/2025 Thu	301 [SEW]	06:27AM	12:06PM	5.5000000		7.25
	301 [SEW]	12:41PM	02:34PM	1.7500000		
	301 [SEW]	01:29AM	03:29AM*	2.0000000		
10/24/2025 Fri	301 [SEW]	06:45AM*	12:31PM	2.0000000	3.7500000	7.75
	301 [SEW]	07:13AM	09:13AM*	2.0000000	2.0000000	

10/26/2025 6:01 PM 2 Hrs 10 mins (OT)

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									12.00
301 [SEW]	1[UNUSED]	40.00	5.75 7.75	45.75					
TOTALS		40.00	5.75	45.75					12.00

7.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log October 20-26

Monday 10/20/2025:

Water Daily Operations, checked system pressure - 3 hours

Sewer daily Operations, cleaned dump area - 6 hours

Tuesday 10/21/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations, cleaned dump area– 6 hours

Wednesday 10/22/2025:

Water Daily Operations– 2 hours

Sewer Daily Operations, cleaned dump area -6 hours

+ Budget Mtg 2.75 hrs LEP

Thursday 10/23/2025

Water Daily Operations -2 hours

Sewer Daily Operations cleaning sewer plant-6 hours

Scada call – 2 hours

Friday 10/24/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations

Weekly Cleaning sewer plant-6 hours

Saturday 10/25/25:

System checks- 2 hours

Sunday 10/26/25:

System checks- 2 hours

LEP Fri
change

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/27/2025

10/20/2025 - 10/26/2025 [7 days]

Report Time: 1:08:02 PM

SP004 [MECKLEY, KEVIN]

Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/20/2025 Mon	401 [STW]	06:56AM	12:00PM	5.0000000		8.75
	401 [STW]	12:24PM	04:09PM	3.7500000		
10/21/2025 Tue	401 [STW]	06:56AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:29PM	3.0000000		
10/22/2025 Wed	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:28PM	03:30PM	3.0000000		
10/23/2025 Thu	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:30PM	3.0000000		
10/24/2025 Fri	401 [STW]	06:55AM	12:00PM	5.0000000		8.00
	401 [STW]	12:26PM	03:26PM	2.2500000	0.7500000	

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.00
3 [SICK]									36.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	0.75	40.75					
TOTALS		40.00	0.75	40.75					84.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday October 20th 2025

Made rounds for brush pick up – 1 hour

Worked at treatment plant – 5 hours

Mowed weeds on Collins St. – 1 hour

Checked water pressure on Well St. – 1 hour

Tuesday October 21st 2025

Cleaned up at the dump plant – 7 hours

Fixed belts on air compressor – 1 hour

Wednesday October 22nd 2025

Cleaned up rest of dump – 8 hours

Thursday October 23rd 2025

Round for brush pick up – 1 hour

Cleaned shop – 1 hour

Farm N Fleet run – 1 hour

Put fence up at dump – 2 hours

Worked in shop – 3 hours

Friday October 24th 2025

Hauled brush – 1 hour

Fixed light switch at treatment plant – 2 hours

Cleaned out work truck – 1 hour

Worked in the shop – 4 hours

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

Report Date: 10/29/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 8:51:03 AM

10/13/2025 - 10/19/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	17.00	1.25	18.25
AD [General Admin]	511[CW]	15.00	0.00	15.00
SE [Sewer]	305[SADW]	4.00	0.00	4.00
WA [Water]	605[WADW]	4.00	0.00	4.00
AD001 [PHELAN, LORI L] Total:		40.00	1.25	41.25
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	30.50	0.00	30.50
PA [Parks]	101[PAW]	2.50	0.00	2.50
SE [Sewer]	305[SADW]	1.50	0.00	1.50
WA [Water]	605[WADW]	1.50	0.00	1.50
AD005 [RINIKER, MARJORIE] Total:		36.00	0.00	36.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	14.75	0.00	14.75
ST [Streets]	401[STW]	1.00	0.00	1.00
PW003 [JOHNSON, HARRY] Total:		15.75	0.00	15.75
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	29.00	1.25	30.25
WA [Water]	601[WAW]	11.00	0.00	11.00
PW007 [LARKINS, LAMONT] Total:		40.00	1.25	41.25
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	3.00	0.00	3.00
SE [Sewer]	301[SEW]	6.75	2.00	8.75
ST [Streets]	401[STW]	27.50	2.25	29.75
WA [Water]	601[WAW]	2.75	2.00	4.75
SP004 [MECKLEY, KEVIN] Total:		40.00	6.25	46.25
Grand Totals:		171.75	8.75	180.50

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/20/2025

10/13/2025 - 10/19/2025 [7 days]

Report Time: 8:24:03 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
10/13/2025 Mon	501 [TRW]	07:57AM	12:16PM	4.2500000		8.00
	501 [TRW]	01:00PM	04:41PM	3.7500000		
10/14/2025 Tue	501 [TRW]	08:03AM	12:00PM	4.0000000		11.25
	501 [TRW]	12:59PM	04:47PM	3.7500000		
	501 [TRW]	06:20PM	09:47PM	3.5000000		
10/15/2025 Wed	501 [TRW]	08:33AM	12:47PM	4.2500000		8.00
	501 [TRW]	01:32PM	05:09PM	3.7500000		
10/16/2025 Thu	501 [TRW]	08:06AM	01:45PM	5.7500000		8.25
	501 [TRW]	02:29PM	05:00PM	2.5000000		
	501 [TRW]	08:03AM	12:04PM	4.0000000		
10/17/2025 Fri	501 [TRW]	04:02PM	05:50PM	0.5000000	1.2500000	5.75

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									63.00
3 [SICK]									62.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	1.25	41.25					
TOTALS		40.00	1.25	41.25					133.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan - Time Distribution Work Log October 13-19, 2025

Monday 10/13

- Treasurer (4 hrs)
 - 2025 wages, 2026 budget
 - Close out concession stand cash drawer/prepare deposit
- Clerk (1.5 hrs)
 - Timesheet distribution
 - BOT meeting agenda/draft minutes
- Utility Admin (2.5 hrs)
 - 2025 wages, 2026 budget

Tuesday 10/14

- Treasurer (3.5 hr)
 - Print/prepare checks for board approval
 - Process payroll
- Clerk (7.75)
 - Prepare for board meeting
 - Timesheet allocations
 - Board Meeting

Wednesday 10/15

- Treasurer (1.5 hrs)
 - New vendor application form for Lamont
 - 2026 Budget
- Clerk (3.5 hrs)
 - Research 104 Well Street driveway
 - Post approved minutes
- Utility Admin (3 hrs)
 - Delinquent Utilities for tax roll, create letters

Thursday 10/16

- Treasurer (4 hrs)
 - Budget work
- Clerk (2.25 hrs)
 - Meeting minutes
 - Agendas
 - Meet w/Brad
- Utility Admin (2 hr)
 - Tax roll letters for mailing
 - Budgets

Friday 10/17

- Treasurer (5.25 hrs)
 - 2026 Budget
- Utility Admin (30 min)
 - Tax Roll notices/payments

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/20/2025

10/13/2025 - 10/19/2025 [7 days]

Report Time: 8:24:03 AM

AD005 [RINIKER, MARJORIE]

Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/13/2025 Mon	701 [ADSW]	07:58AM	01:08PM	5.2500000		8.00
	701 [ADSW]	01:46PM	04:31PM	2.7500000		
10/14/2025 Tue	701 [ADSW]	07:55AM	03:58PM	8.0000000		8.00
10/15/2025 Wed	701 [ADSW]	08:00AM	01:38PM	5.7500000		8.00
	701 [ADSW]	02:15PM	04:31PM	2.2500000		
10/16/2025 Thu	701 [ADSW]	07:55AM	12:39PM	4.7500000		8.00
	701 [ADSW]	01:19PM	04:32PM	3.2500000		
10/17/2025 Fri	701 [ADSW]	07:53AM	12:01PM	4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									36.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					80.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Marjorie Riniker*
Employee Signature

x *Rai S. Phelan*
Supervisor Signature

Marj Riniker

Week of

10/13/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences						0
Invoices	0.5	0.25	0.5	0.5		1.75
Library/Comm Ctr	0.25	0.75	0.75	3.25		5
Social Media	1	1.5	0.5	1.5	1	5.5
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	5.75	3.5	5	2	2	18.25
Clerk/treasurer						0
grant work						0
Property tax						0
Elections						0
Daily totals	7.5	6	6.75	7.25	3	
Admin/Deputy Totals						30.5
Park/Rec						
Event planning		0.5				0.5
Meetings/prep						0
Social Media		0.5	0.5			1
creating graphics		0.5			0.5	1
Daily totals	0	1.5	0.5	0	0.5	
Park/Rec Totals						2.5
Utility						
Billing	0.5	0.5	0.75	0.75	0.5	3
Daily totals	0.5	0.5	0.75	0.75	0.5	
Utility Totals						3
Daily totals	8	8	8	8	4	
Total hours						36

Employee Timecard - LPHELAN-07/27/2015

10/13/2025 - 10/19/2025 [7 days]

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
10/13/2025 Mon	401 [STW]	08:07AM	12:07PM	4.0000000		4.00
10/14/2025 Tue	401 [STW]	08:04AM	12:07PM	4.0000000		4.00
10/15/2025 Wed	401 [STW]	08:08AM	12:10PM	4.0000000		4.00
10/16/2025 Thu	401 [STW]	08:01AM	11:47AM	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]	15.75		15.75					
TOTALS		15.75		15.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 10/13 worked at ACC, Moped floors, put away tables and chairs in MP room
 Tues 10/14 Trimmmed hedges in front of ACC, cleared winds in mens bathroom, insulated back door of ACC
 10/15 Wed Worked at ACC, upered back storage room
 Thurs 10/16 Took benches at cardinal pond bike path to green shed, fixed door on lean to behind ACC

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/20/2025

10/13/2025 - 10/19/2025 [7 days]

Report Time: 8:24:03 AM

PW007 [LARKINS, LAMONT]

Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/13/2025 Mon	301 [SEW]	05:55AM	02:35PM	8.5000000		8.50
10/14/2025 Tue	301 [SEW]	05:58AM	12:02PM	6.0000000		
	301 [SEW]	12:30PM	03:00PM	2.5000000		
	301 [SEW]	06:45PM	09:19PM	2.5000000		11.00
10/15/2025 Wed	301 [SEW]	06:13AM	12:01PM	5.7500000		
	301 [SEW]	12:30PM	02:31PM	2.0000000		7.75
10/16/2025 Thu	301 [SEW]	06:03AM	12:10PM	6.2500000		
	301 [SEW]	12:40PM	02:31PM	1.7500000		8.00
10/17/2025 Fri	301 [SEW]	06:12AM	12:17PM	4.7500000	1.2500000	6.00

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									12.00
301 [SEW]	1[UNUSED]	40.00	1.25	41.25					
TOTALS		40.00	1.25	41.25					12.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log October 13-17

Monday 10/13/2025:

Water Daily Operations - 2 hours

Sewer daily Operations - 6 hours

Tuesday 10/14/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations – 6 hours

Board meeting -2 hours

Wednesday 10/15/2025:

Water Daily Operations– 2 hours

Sewer Daily Operations -6 hours

Thursday 10/16/2025

Water Daily Operations -2 hours

Sewer Daily Operations cleaning sewer plant-6 hours

Friday 10/17/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations

Weekly Cleaning sewer plant-6 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/20/2025

10/13/2025 - 10/19/2025 [7 days]

Report Time: 8:24:03 AM

SP004 [MECKLEY, KEVIN]

Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN

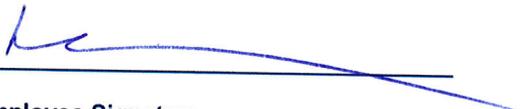
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/13/2025 Mon	401 [STW]	06:58AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:30PM	3.0000000		
10/14/2025 Tue	401 [STW]	06:56AM	12:00PM	5.0000000		10.25
	401 [STW]	12:25PM	03:15PM	2.7500000		
	401 [STW]	06:48PM	09:15PM	2.5000000		
10/15/2025 Wed	401 [STW]	06:56AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:29PM	3.0000000		
10/16/2025 Thu	401 [STW]	06:56AM	12:30PM	5.5000000		8.00
	401 [STW]	12:55PM	03:29PM	2.5000000		
10/17/2025 Fri	401 [STW]	06:58AM	12:00PM	5.0000000		8.00
	401 [STW]	12:24PM	03:29PM	0.7500000	2.2500000	
10/18/2025 Sat	301 [SEW]	09:30AM	11:30AM*		2.0000000	2.00
10/19/2025 Sun	601 [WAW]	09:05AM	11:05AM*		2.0000000	2.00

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.00
3 [SICK]									36.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	2.25	42.25					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	6.25	46.25					84.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Monday October 13th 2025

Made calls for tire prices – 1 hour

Worked on big dump truck – 4 hours

Worked in shop – 3 hours

Tuesday October 14th 2025

Worked at Community Center – 1 hour

Worked at treatment plant – 4 hours

Helped Lamont – 3 hours

Board meeting – 2 hours

Wednesday October 15th 2025

Worked on salt shed – 8 hours

Thursday October 16th 2025

Got new tires on little dump truck – 3 hours

Helped clean treatment plant – 2.5 hours

Worked in shop – 2.5 hours

Friday October 16th 2025

Hauled brush – 2 hours

Parts run – 1 hour

Cleaned park bathrooms – 3 hours

Cleaned shop and office toilet – 2 hours

Saturday October 17th

Weekend rounds – 2 hours

Sunday October 18th

Weekend rounds – 2 hours