

VILLAGE OF RIDGEWAY

Report Date: 10/14/2025

Report Time: 1:03:19 PM

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

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

09/29/2025 - 10/12/2025 [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]		68.50		1.00				10.50			80.00
PD [Police] Total:		68.50	0.00	1.00	0.00	0.00	0.00	10.50		0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		68.50	0.00	1.00	0.00	0.00	0.00	10.50		0.00	80.00
Head Count:											1
Grand Total:		68.50	0.00	1.00	0.00	0.00	0.00	10.50		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: 10/07/2025

09/29/2025 - 10/05/2025 [7 days]

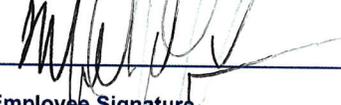
Report Time: 4:07:31 PM

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
09/29/2025 Mon	203 [POS]			8.0000000		8.00
09/30/2025 Tue	201 [POW]	02:09PM	10:54PM*	8.7500000		8.75
10/01/2025 Wed	201 [POW]	05:30PM*	10:45PM*	5.2500000		5.25
10/02/2025 Thu	201 [POW]	04:25PM	10:30PM	6.0000000		6.00
10/03/2025 Fri	201 [POW]	03:04PM	10:58PM	8.0000000		8.00
10/04/2025 Sat	201 [POW]	06:35PM*	09:49PM*	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
3 [SICK]					85.00	4.00	8.00		81.00
6 [FH]									
201 [POW]	1[UNUSED]	31.25		31.25					
203 [POS]	1[UNUSED]	8.00		8.00					
TOTALS		39.25		39.25	85.00	4.00	8.00		103.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/13/2025

10/06/2025 - 10/12/2025 [7 days]

Report Time: 8:43:51 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
10/06/2025 Mon	203 [POS]			2.5000000		
	201 [POW]	05:39PM	11:10PM	5.5000000		8.00
10/07/2025 Tue	201 [POW]	12:00PM*	10:24PM	10.5000000		10.50
10/08/2025 Wed	201 [POW]	03:38PM	09:44PM	6.0000000		6.00
10/09/2025 Thu	201 [POW]	03:11PM*	10:24PM*	7.2500000		7.25
10/10/2025 Fri	201 [POW]	10:55AM*	03:02PM	4.0000000		4.00
10/11/2025 Sat	201 [POW]	10:29AM	02:34PM	4.0000000		4.00
10/12/2025 Sun	208 [PADJ]			1.0000000		1.00

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
3 [SICK]					81.00		2.50		78.50
6 [FH]									
201 [POW]	1[UNUSED]	37.25		37.25					
203 [POS]	1[UNUSED]	2.50		2.50					
208 [PADJ]	1[UNUSED]	1.00		1.00					
TOTALS		40.75		40.75	81.00		2.50		100.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

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

Report Date: 10/14/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:42:32 PM

09/29/2025 - 10/12/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	29.00	1.00	30.00
AD [General Admin]	511[CW]	27.25	1.25	28.50
SE [Sewer]	305[SADW]	11.75	1.75	13.50
WA [Water]	605[WADW]	12.00	1.50	13.50
AD001 [PHELAN, LORI L] Total:		80.00	5.50	85.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	47.00	0.00	47.00
PA [Parks]	101[PAW]	11.50	0.00	11.50
SE [Sewer]	305[SADW]	7.00	0.00	7.00
WA [Water]	605[WADW]	7.00	0.00	7.00
AD005 [RINIKER, MARJORIE] Total:		72.50	0.00	72.50
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	16.25	0.00	16.25
PA [Parks]	101[PAW]	4.50	0.00	4.50
ST [Streets]	401[STW]	17.50	0.00	17.50
PW003 [JOHNSON, HARRY] Total:		38.25	0.00	38.25
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	39.00	6.75	45.75
WA [Water]	601[WAW]	41.00	2.00	43.00
PW007 [LARKINS, LAMONT] Total:		80.00	8.75	88.75
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	7.00	0.00	7.00
SE [Sewer]	301[SEW]	9.50	2.00	11.50
ST [Streets]	401[STW]	60.50	3.00	63.50
WA [Water]	601[WAW]	3.00	2.00	5.00
SP004 [MECKLEY, KEVIN] Total:		80.00	7.00	87.00
Grand Totals:		350.75	21.25	372.00

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/06/2025

09/29/2025 - 10/05/2025 [7 days]

Report Time: 8:18:08 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
09/29/2025 Mon	501 [TRW]	08:01AM	12:10PM*	4.2500000		9.00
	501 [TRW]	12:40PM*	05:29PM	4.7500000		
09/30/2025 Tue	501 [TRW]	08:01AM	12:12PM	4.2500000		11.50
	501 [TRW]	01:41PM	09:02PM	7.2500000		
10/01/2025 Wed	501 [TRW]	08:00AM*	12:31PM	4.5000000		9.00
	501 [TRW]	01:31PM	04:33PM	3.0000000		
	501 [TRW]	05:56PM	07:25PM	1.5000000		
10/02/2025 Thu	501 [TRW]	08:02AM	02:09PM	6.2500000		8.25
	501 [TRW]	03:14PM	05:15PM	2.0000000		
10/03/2025 Fri	501 [TRW]	08:03AM	12:04PM	2.2500000	1.7500000	4.00
10/04/2025 Sat	501 [TRW]	12:15PM	02:40PM		2.5000000	2.50

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]					58.75	4.00			62.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	4.25	44.25					
TOTALS		40.00	4.25	44.25	58.75	4.00			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 September 29-October 5, 2025

✓ **Monday 9/29**

- Treasurer (3.5 hrs)
 - 2026 Budget prep
- Clerk (5 hrs)
 - Print/Distribute timesheets
 - Finance Committee Workshop-post/notifications
 - DNR Grant
 - Communication w/DNR
 - Communication w/Parkitecture
 - File DNR Contract w/Register of Deeds
- Utility (.5 hrs)
 - Customer DPA

✓ **Tuesday 9/30**

- Treasurer
 - 2026 Budget
 - Remote deposit
 - Finance Committee Budget Workshop
- Clerk (1.5 hr)
 - Prepare and post Plan Commission Meeting agenda
 - DNR Grant (ball park)
- Utility (.5 hr)
 - Assist MR add new account

✓ **Wednesday 10/1**

- Treasurer (2.5 hr)
 - Concession stand
 - 2026 Budget
 - GF Bank Reconciliation
- Clerk (6.5 hr)
 - Process Payroll
 - Plan Commission Meeting

✓ **Thursday 10/2**

- Treasurer (5.5 hrs)
 - Complete payroll in Acctg
 - Submit and pay 941 taxes
 - Bank Statements
 - Process interest income
 - Reconciliation
- Clerk (1 hr)
 - MInutes and agendas
 - Finance Comm budget workshop
 - Plan Commission
- Utility (2 hrs)
 - 2026 Budget - Sewer and Water

✓ **Friday 10/3**

- Treasurer (1 hr)
 - CC Reconciliation
 - 2026 Budget
- Utility (3 hr)
 - 2026 Budget

✓ **Saturday 10/4**

- 2026 Sewer and Water Fund Budgets (2.5 hrs)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/06/2025

09/29/2025 - 10/05/2025 [7 days]

Report Time: 8:18:08 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
09/29/2025 Mon	701 [ADSW]	07:49AM	01:38PM	6.0000000		8.25
	701 [ADSW]	02:19PM	04:31PM	2.2500000		
09/30/2025 Tue	701 [ADSW]	07:48AM	02:11PM	6.5000000		8.50
	701 [ADSW]	02:49PM	04:38PM	2.0000000		
10/01/2025 Wed	701 [ADSW]	07:48AM	01:44PM	6.0000000		8.25
	701 [ADSW]	02:19PM	04:29PM	2.2500000		
10/02/2025 Thu	701 [ADSW]	07:45AM	03:15PM	7.5000000		7.50
10/03/2025 Fri	701 [ADSW]	07:54AM	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]					32.00	4.00			36.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.50		36.50					
TOTALS		36.50		36.50	32.00	4.00			80.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Marjorie Riniker
 Employee Signature

x *Kari L. Phelan*
 Supervisor Signature



Marj Riniker

Week of **9/29/2025**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences						0
Invoices	0.25	1.5	5.25	1.5		8.5
Library/Comm Ctr		0.25	0.75	0.5		1.5
Social Media			0.5	1.75	1.25	3.5
Misc office work (filing/copies/phone/C ust Asst/reports)	0.25	1.25	1	0.5	1	4
Clerk/treasurer meetings/prep		0.25				0.25
grant work	4	2		1		7
Property tax						0
Elections						0
Daily totals	4.5	5.25	7.5	5.25	2.25	
				Admin/Deputy Totals		24.75
Park/Rec						
Event planning				0.25	1.5	1.75
Meetings/prep				1		1
Social Media						0
creating graphics						0
Daily totals	0	0	0	1.25	1.5	
				Park/Rec Totals		2.75
Utility						
Billing	3.75	3.25	0.75	1	0.25	9
Daily totals	3.75	3.25	0.75	1	0.25	
				Utility Totals		9
Daily totals	8.25	8.5	8.25	7.5	4	
				Total hours		36.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/06/2025

09/29/2025 - 10/05/2025 [7 days]

Report Time: 8:18:08 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
09/30/2025 Tue	401 [STW]	08:01AM	12:23PM	4.500000		4.50
10/01/2025 Wed	401 [STW]	08:02AM	12:21PM	4.250000		4.25
10/02/2025 Thu	401 [STW]	08:00AM	12:19PM	4.250000		4.25
10/03/2025 Fri	401 [STW]	07:59AM	11:46AM	3.750000		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]	16.75		16.75					
TOTALS		16.75		16.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x _____
Supervisor Signature

Tues 9/30 Mowed home talent field, well #1, other side of RCC fence
 Wed 10/1 Replaced pump on pull behind weed sprayer
 Thurs 10/2 sprayed weeds on both ball field infields, Mowed cardinal way pond
 Fri 10/3 worked at RCC, cleaned bathrooms

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/06/2025

09/29/2025 - 10/05/2025 [7 days]

Report Time: 8:18:08 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
09/29/2025 Mon	301 [SEW]	05:57AM	03:30PM	9.5000000		12.25
	301 [SEW]	06:46PM	09:34PM	2.7500000		
09/30/2025 Tue	301 [SEW]	05:57AM	12:30PM	6.5000000		12.00
	301 [SEW]	01:00PM*	03:45PM*	2.7500000		
	301 [SEW]	04:48PM*	07:28PM*	2.7500000		
10/01/2025 Wed	301 [SEW]	05:58AM	12:31PM	6.5000000		8.50
	301 [SEW]	01:08PM	02:31PM	1.2500000		
	301 [SEW]	06:21PM	07:05PM	0.7500000		
10/02/2025 Thu	301 [SEW]	06:04AM	12:15PM	6.2500000		7.25
	301 [SEW]	12:45PM	01:45PM	1.0000000		

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]					8.00	4.00			12.00
301 [SEW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00	8.00	4.00			12.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log September 29-October 3

Monday 09/29/2025:

Water Daily Operations, water trouble shooting

Came to manually operate water system to get through the night – 10 hours

Sewer daily Operations, -2 hours

Tuesday 09/30/2025:

Water Daily Operations, locates – 5 hours

Sewer Daily Operations, – 2 hours

Budget meeting – 2 hours

Wednesday 10/01/2025:

Water Daily Operations, – 2 hours

Sewer Daily Operations -6 hours

Planning meeting – ½ hour

Thursday 10/02/2025

Water Daily operations - 2 hours

Sewer Daily Operations - 2 hours

Weekly cleaning sewer-4 hours

Friday 10/03/2025:

Day off

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/06/2025

09/29/2025 - 10/05/2025 [7 days]

Report Time: 8:18:08 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
09/29/2025 Mon	401 [STW]	06:56AM	01:00PM	6.0000000		7.50
	401 [STW]	01:30PM	03:00PM	1.5000000		
09/30/2025 Tue	401 [STW]	06:58AM	12:00PM	5.0000000		10.50
	401 [STW]	12:30PM	03:28PM	3.0000000		
	401 [STW]	04:53PM	07:23PM	2.5000000		
10/01/2025 Wed	401 [STW]	06:56AM	12:05PM	5.0000000		8.00
	401 [STW]	12:31PM	03:30PM	3.0000000		
10/02/2025 Thu	401 [STW]	06:56AM	12:00PM	5.0000000		8.00
	401 [STW]	12:28PM	03:25PM	3.0000000		
10/03/2025 Fri	401 [STW]	06:57AM	12:00PM	5.0000000		7.50
	401 [STW]	12:25PM	03:00PM	1.0000000	1.5000000	
10/04/2025 Sat	301 [SEW]	06:59AM	08:59AM*		2.0000000	2.00
10/05/2025 Sun	601 [WAW]	07:16AM	09:16AM*		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]					32.00	4.00			36.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	1.50	41.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	5.50	45.50	32.00	4.00			84.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X 
Supervisor Signature

Monday September 29th 2025

Helped Lamont – 5 hours

Meter reading – 2 hours

Tuesday September 30th 2025

Hauled up brush – 2 hours

Filled pot holes – 6 hours

Budget meeting – 2 hours

Wednesday October 1st 2025

Fixed weed sprayer 2 hours

Meeting with Lamont – 1 hour

Street sweeping – 5 hours

Thursday October 2nd

Picked up brush – 1 hour

Put up compost sign – 1 hour

Put guard on sweeper – 1 hour

Street sweeping – 5 hours

Friday October 3rd 2025

Treatment plant samples and water rounds – 3 hours

Cleaned park bathrooms and changed garbage – 3 hours

Mowed – 1 hour

Maintenance mower – 1 hour

Saturday October 4th

Weekend rounds – 2 hours

Sunday October 5th

Weekend rounds – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/13/2025

10/06/2025 - 10/12/2025 [7 days]

Report Time: 8:43:51 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
10/06/2025 Mon	501 [TRW]	08:03AM	12:44PM	4.7500000		11.50
	501 [TRW]	01:52PM	08:28PM	6.7500000		
10/07/2025 Tue	501 [TRW]	08:14AM	12:29PM	4.2500000		7.50
	501 [TRW]	01:26PM	04:41PM	3.2500000		
10/08/2025 Wed	501 [TRW]	08:02AM	12:15PM	4.2500000		10.25
	501 [TRW]	01:18PM	04:31PM	3.2500000		
	501 [TRW]	06:07PM	08:41PM	2.7500000		
10/09/2025 Thu	501 [TRW]	08:01AM	12:09PM	4.2500000		7.75
	501 [TRW]	01:18PM	04:45PM	3.5000000		
10/10/2025 Fri	501 [TRW]	08:00AM	12:12PM	3.0000000	1.2500000	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]	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 September 29-October 5, 2025

Monday 10/6

- Treasurer (30 min)
 - Concession stand cash drawer
- Clerk (1.5 hr)
 - Print/Distribute timesheets
 - DNR Grant (2024 Ball park)
 - Agenda preparation
- Utility Admin (7.5 hr)
 - 2026 Budget
 - Finance Committee Budget Workshop

Tuesday 10/7

- Treasurer (1.5 hr)
 - 2026 Budget
 - Kirby St-Loan amortizations
- Clerk (2 hr)
 - Draft minutes
 - Budget Workshop Agenda
 - Timesheet allocations
- Utility Admin (4 hrs)
 - 2026 Budget
 - Meet w/DNR-Well #1

Wednesday 10/8

- Treasurer (3 hr)
 - GF Budget
 - Workhorse Accounting feature added
- Clerk
 - Timesheet allocations
 - Public Information meeting
- Utility Admin (3 hr)
 - 2026 Budgets

Thursday 10/9

- Treasurer (3 hrs)
 - Deposit
 - 2026 Budget
- Clerk(2.75 hrs)
 - Meet w/BB
 - BOT agenda
 - Answer resident questions
- Utility Admin (2 hrs)
 - 2026 Budgets

Friday 10/10

- Clerk
 - Staff meeting
 - BOT Meeting Agenda publish, post and notifications

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/13/2025

10/06/2025 - 10/12/2025 [7 days]

Report Time: 8:43:51 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
10/06/2025 Mon	701 [ADSW]	07:57AM	02:12PM	6.2500000		8.00
	701 [ADSW]	02:49PM	04:30PM	1.7500000		
10/07/2025 Tue	701 [ADSW]	07:54AM	01:24PM	5.5000000		9.25
	701 [ADSW]	02:35PM	04:29PM	2.0000000		
10/08/2025 Wed	701 [ADSW]	06:15PM	07:53PM	1.7500000		7.50
	701 [ADSW]	07:55AM	01:24PM	5.5000000		
10/09/2025 Thu	701 [ADSW]	02:37PM	04:32PM	2.0000000		7.25
	701 [ADSW]	08:00AM*	01:31PM	5.5000000		
10/10/2025 Fri	701 [ADSW]	02:45PM	04:29PM	1.7500000		4.00
	701 [ADSW]	08:00AM	12:04PM	4.0000000		

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 Lai L. Phelan
Supervisor Signature

Marj Riniker

Week of

10/6/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences						0
Invoices	1	0.75	0.25	0.75	1.25	4
Library/Comm Ctr		0.75	0.5	0.75	0.25	2.25
Social Media	2	3	1.25	1.5		7.75
Misc office work (filing/copies/phone/C ust Asst/reports)	1	0.75	1.75	3	0.5	7
Clerk/treasurer						0
meetings/prep					0.5	0.5
grant work			0.75			0.75
Property tax						0
Elections						0
Daily totals	4	5.25	4.5	6	2.5	
	Admin/Deputy Totals					22.25
Park/Rec						
Event planning	1.75	1	0.5		1.25	4.5
Meetings/prep	1.5	2	0.75			4.25
Social Media						0
creating graphics						0
Daily totals	3.25	3	1.25	0	1.25	
	Park/Rec Totals					8.75
Utility						
Billing	0.75	1	1.75	1.25	0.25	5
Daily totals	0.75	1	1.75	1.25	0.25	
	Utility Totals					5
Daily totals	8	9.25	7.5	7.25	4	
	Total hours					36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/13/2025

10/06/2025 - 10/12/2025 [7 days]

Report Time: 8:43:51 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
10/06/2025 Mon	401 [STW]	08:05AM	12:17PM	4.2500000		4.25
10/07/2025 Tue	401 [STW]	07:57AM	12:15PM	4.2500000		4.25
10/08/2025 Wed	401 [STW]	08:03AM	12:30PM	4.5000000		4.50
10/09/2025 Thu	401 [STW]	08:03AM	12:35PM	4.5000000		4.50
10/10/2025 Fri	401 [STW]	08:04AM	12:01PM	4.0000000		4.00

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]	21.50		21.50					
TOTALS		21.50		21.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x _____
Supervisor Signature

Mon 10/6 Worked at RCC, got upstairs bathrooms working
 Tues 10/7 Worked at RCC, moped floors
 Wed 10/8 Put doors on UTV, put soccer nets in white shed
 Thurs 10/9 worked at RCC, mowed front of RCC, ball fields, part of park
 Fri 10/10 worked at RCC, got MP room ready for party

Employee Timecard - LPHELAN-07/27/2015

10/06/2025 - 10/12/2025 [7 days]

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
10/06/2025 Mon	301 [SEW]	05:58AM	11:30AM	5.500000		12.25
	301 [SEW]	11:59AM	03:00PM	3.000000		
	301 [SEW]	04:45PM	08:30PM*	3.750000		
10/07/2025 Tue	301 [SEW]	06:16AM	11:30AM	5.250000		8.75
	301 [SEW]	11:59AM	03:32PM	3.500000		
10/08/2025 Wed	301 [SEW]	05:59AM	11:38AM	5.750000		8.00
	301 [SEW]	12:10PM	02:31PM	2.250000		
10/09/2025 Thu	301 [SEW]	06:00AM	11:20AM	5.250000		7.75
	301 [SEW]	11:56AM	02:30PM	2.500000		
10/10/2025 Fri	301 [SEW]	05:57AM	12:09PM	3.250000	3.000000	8.00
	301 [SEW]	12:35PM	02:32PM		1.750000	
10/11/2025 Sat	301 [SEW]	07:57AM	09:57AM*		2.000000	2.00
10/12/2025 Sun	601 [WAW]	07:50AM	09:50AM*		2.000000	2.00

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	6.75	46.75					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	8.75	48.75					12.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Lamont Larkins

Weekly Work Log October 6-12

Monday 10/06/2025:

Water Daily Operations, water trouble shooting

Came to manually operate water system to get through the night – 10 hours

Sewer daily Operations, -2 hours

Tuesday 10/07/2025:

Water Daily Operations, locates – 5 hours

Sewer Daily Operations, – 2 hours

Budget meeting – 2 hours

Wednesday 10/08/2025:

Water Daily Operations, – 2 hours

Sewer Daily Operations -6 hours

Planning meeting – ½ hour

Thursday 10/09/2025:

Water Daily operations - 2 hours

Sewer Daily Operations

Weekly cleaning sewer plant- 6 hours

Friday 10/10/2025:

Water Daily Operations- 2 hours

Sewer Daily Operations

Weekly cleaning of sewer plant- 6 hours

Saturday 10/11/2025:

System checks- 2 hours

Sunday 10/12/2025:

System checks- 2 hours

Monday October 6th 2025

Hauled brush – 2 hours

Took out Halloween décor – 2 hours

Changed lights in green shed – 2 hours

Made phone calls for quotes – 2 hours

Tuesday October 7th 2025

Made rounds for brush pick up – 1 hour

Meeting with Lamont – 1 hour

Street sweeping – 6 hours

Park N Rec meeting – 2 hours

Wednesday October 8th 2025

Meter read – 1 hour

Street sweeping – 7 hours

Thursday October 9th 2025

Street sweeping – 3 hours

Fixed street sweeper – 1 hour

Cleaned shop – 4 hours

Friday October 10th 2025

Staff meeting – 1 hour

Cleaned park bathroom and did garbage – 3 hours

Worked in shop – 4 hours