

Summary Report.TA - LPHELAN-09/01/2016  
Primary Sort By: LOC(G1);DEPT(G2);Employee  
12/09/2024 - 12/22/2024 [14 days]

Employee	Police Wages	Reg Hours	Police (off Site Punch) Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho Hours	Vacation Hours	Police Sick Hours	Police Grant Hours	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]			83.25	-3.25						13.00	93.00
PD [Police] Total:		0.00	83.25	-3.25	0.00	0.00	0.00	0.00		13.00	93.00
Head Count:											1
1 [Village of Ridgeway] Total:		0.00	83.25	-3.25	0.00	0.00	0.00	0.00		13.00	93.00
Head Count:											1
Grand Total:		0.00	83.25	-3.25	0.00	0.00	0.00	0.00		13.00	93.00
Head Count:											1

END OF REPORT  
Summary Report.TA - LPHELAN-09/01/2016

Employee Timecard - LPHELAN-07/27/2015  
12/09/2024 - 12/15/2024 [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
12/09/2024 Mon	205 [POP]	04:00PM*	01:00AM*	9.0000000		9.00
12/10/2024 Tue	205 [POP]	05:00PM*	03:00AM*	10.0000000		10.00
12/11/2024 Wed	205 [POP]	05:30PM*	01:30AM*	8.0000000		8.00
12/12/2024 Thu	205 [POP]	10:30AM*	09:00PM*	10.5000000		10.50
12/13/2024 Fri	206 [POG]	06:00PM*	11:30PM*	<del>6.5000000</del>		<del>6.50</del>
12/14/2024 Sat	205 [POP]	04:00PM*	01:00AM*	9.0000000		9.00
12/15/2024 Sun	205 [POP]	04:00PM*	05:00PM*	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]									9.25
3 [SICK]									142.00
6 [FH]									
205 [POP]	1[UNUSED]	47.50		47.50					
206 [POG]	1[UNUSED]	<del>6.50</del>		<del>6.50</del>					
TOTALS		<del>52.50</del>		<del>52.50</del>					151.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Employee Signature

X \_\_\_\_\_Supervisor Signature

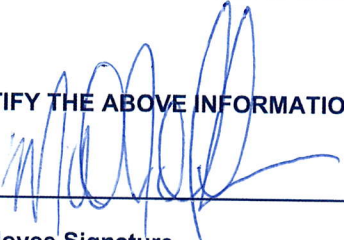
Employee Timecard - LPHELAN-07/27/2015  
12/16/2024 - 12/22/2024 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/16/2024 Mon	205 [POP]	04:00PM*	01:30AM*	9.5000000		9.50
12/18/2024 Wed	205 [POP]	08:00AM*	12:00PM*	4.0000000		
	205 [POP]	02:00PM*	11:30PM*	9.5000000		13.50
12/19/2024 Thu	205 [POP]	04:00PM*	01:00AM*	9.0000000		9.00
12/20/2024 Fri	206 [POG]	06:00PM*	02:00AM*	8.0000000		8.00
12/22/2024 Sun	205 [POP]	09:00PM*	12:45AM*	3.7500000		
	208 [PADJ]			-3.2500000		0.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									9.25
3 [SICK]									142.00
6 [FH]									
205 [POP]	1[UNUSED]	35.75		35.75					
206 [POG]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	-3.25		-3.25					
TOTALS		40.50		40.50					151.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_  
Employee Signature

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



Mike Phelan

12-10-8:30-10:30-2

12-14-4:30-7:30-3

Total-5

Mike Phelan

12-19-1:00-5:00-4

7:00-10:00-3 - plowing

12-20-9:00-2:00-5

Total-12

17. hrs  
streets

Maggie's hours

1 message

Deputy Clerk <deputyclerk@ridgewaywi.gov>  
To: Lori Phelan <clerk@ridgewaywi.gov>

Sun, Dec 15, 2024 at 3:33 PM

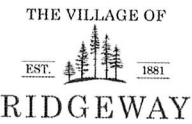
- Maggie's hours:
- 12/9: 8pm-9:30pm
  - 12/10: 8:15pm-9pm
  - 12/11: 8pm-9pm
  - 12/12: 8:30pm-9pm
  - 12/13: 9pm-10:30pm
  - 12/14:
  - 9:30am-10:30am
  - 12-12:30
  - 3pm-3:30pm
  - 5pm-7:15pm

1.5  
.75  
1.0  
.5  
1.5  
1.0  
.5  
.5  
2.25  
9.50

Maggie

208 Jarvis Street, Ridgeway, WI 53582  
608-924-5881

[www.ridgewaywi.gov](http://www.ridgewaywi.gov)



E-mail correspondence to and from this address may be subject to the open records law and may be disclosed to outside parties.

Total hrs  
13.75

Maggie's hours

1 message

Deputy Clerk <deputyclerk@ridgewaywi.gov>  
To: Lori Phelan <clerk@ridgewaywi.gov>

Tue, Dec 24, 2024 at 10:31 AM

Maggie's hours:  
12/16: 8pm-8:30pm .5  
12/17: 6:30pm-7:30pm 1.0  
12/18: 6pm-6:45pm .75  
12/19: 8pm-9pm 1.0  
12/20: 8pm-9pm 1.0  
4.25

208 Jarvis Street, Ridgeway, WI 53582  
608-924-5881

[www.ridgewaywi.gov](http://www.ridgewaywi.gov)



E-mail correspondence to and from this address may be subject to the open records law and may be disclosed to outside parties.

Time Distribution Report.LC - LPHELAN-01/25/2024  
Primary Sort By: Employee;DEPT(G2)  
12/09/2024 - 12/22/2024 [14 days]

DEPT	(G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]					
AD [General Admin]		501[TRW]	48.75 ✓	0.00	48.75
AD [General Admin]		504[TRV]	2.00 ✓	0.00	2.00
AD [General Admin]		505[TCFH]	8.00 ✓	0.00	8.00
AD [General Admin]		511[CW]	7.00 ✓	0.00	7.00
AD [General Admin]		514[CV]	2.00 ✓	0.00	2.00
SE [Sewer]		305[SADW]	5.25 ✓	0.00	5.25
WA [Water]		605[WADW]	5.25 ✓	0.00	5.25
AD001 [PHELAN, LORI L] Total:			78.25	0.00	78.25 ✓
Employee: PW003 [JOHNSON, HARRY]					
FM [FACILITES MAINTENANCE]		611[FMW]	4.00 ✓	0.00	4.00
SP [Streets Plowing]		401[STW]	12.25 ✓	0.00	12.25
ST [Streets]		401[STW]	26.25 ✓	0.00	26.25
PW003 [JOHNSON, HARRY] Total:			42.50	0.00	42.50 ✓
Employee: SP003 [LOSBY, BRADEN]					
PA [Parks]		101[PAW]	3.00 ✓	2.00 ✓	5.00
SE [Sewer]		301[SEW]	41.25 ✓	3.00 ✓	44.25
SP [Streets Plowing]		401[STW]	16.75 ✓	4.75 ✓	21.50
ST [Streets]		401[STW]	6.00 ✓	0.00	6.00
WA [Water]		601[WAW]	13.00 ✓	3.00 ✓	16.00
SP003 [LOSBY, BRADEN] Total:			80.00	12.75	92.75 ✓
Grand Totals:			200.75	12.75	213.50

END OF REPORT

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



Employee Timecard - LPHELAN-07/27/2015  
12/09/2024 - 12/15/2024 [7 days]

AD001 [PHELAN, LORI L]					
Employee ID		DEPT(G2)		Pay Policy	
AD001		AD		500	
Pay Type		Last Name		First Name	
3		PHELAN		LORI L	

Time Card						
Date		Paycode	IN	OUT	Reg Hrs	OT Hrs
12/09/2024 Mon		505 [TCFH]			8.0000000	
12/10/2024 Tue		501 [TRW]	07:59AM	01:17PM	5.2500000	
		501 [TRW]	01:47PM	04:38PM	3.0000000	
12/11/2024 Wed		501 [TRW]	08:00AM	01:00PM	5.0000000	
		501 [TRW]	01:45PM	04:50PM	3.0000000	
12/12/2024 Thu		501 [TRW]	07:57AM	02:55PM	7.0000000	
		501 [TRW]	03:26PM	04:51PM	1.2500000	
12/13/2024 Fri		501 [TRW]	08:03AM	12:30PM*	4.5000000	

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									53.00
3 [SICK]									30.25
6 [FH]					8.00		8.00		
501 [TRW]	1[UNUSED]	29.00		29.00					
505 [TCFH]	1[UNUSED]	8.00		8.00					
TOTALS		37.00		37.00	8.00		8.00		83.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan  
Employee Signature

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



Lori Phelan

Time Distribution Work Log Week of December 9-15, 2024

**Monday**

- Floating Holiday

**Tuesday**

- Print/distribute timesheets
- Emails
- Utility (4 hrs)
  - Receipts
  - E-bill request
- Property tax
  - File Statement of Taxes
  - Create insert letter
  - Prepare for mailing

**Wednesday**

- Utility receipts (30 min)
- Bank Deposit
- Meet w/VC3
- Mail tax bills

**Thursday**

- Utility receipts
- Meeting with ETF (2 hrs)
- Finish tax bills and mail
- DM-cv3
- Amazon order issue-fixed

**Friday**

- Process Payroll
- Utility receipts (1 hr)
- Bank Deposit
- Prepare checks for MC signature

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

Time Card						
Date		Paycode	IN	OUT	Reg Hrs	OT Hrs
12/09/2024 Mon		401 [STW]	07:59AM	12:32PM	4.5000000	
12/10/2024 Tue		401 [STW]	08:19AM	11:10AM	3.0000000	
		401 [STW]	12:46PM	02:02PM	1.2500000	
12/11/2024 Wed		401 [STW]	08:20AM	11:45AM	3.5000000	
12/12/2024 Thu		401 [STW]	08:09AM	11:55AM	3.7500000	
						Daily Total
						4.50
						4.25
						3.50
						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]	16.00		16.00					
TOTALS		16.00		16.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

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

Mon 12/9 opened RCC, sprayed knots in kitchen, put up Christmas lights at shop  
Tues 12/10 Replaced light bulbs on street Christmas lights, cleaned kitchen at RCC, put up Christmas street lights  
Wed 12/11 plowed sidewalk, salted streets & sidewalks  
Thurs 12/12 Took broken toilet to treatment plant, made room in green shed for Township Truck, stocked & cleaned bathroom

Employee Timecard - LPHELAN-07/27/2015

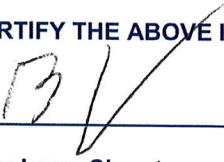
12/09/2024 - 12/15/2024 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/09/2024 Mon	301 [SEW]	06:56AM	11:51AM	4.7500000		8.00
	301 [SEW]	12:21PM	03:31PM	3.2500000		
12/10/2024 Tue	301 [SEW]	07:00AM	11:39AM	4.7500000		7.75
	301 [SEW]	12:26PM	03:28PM	3.0000000		
12/11/2024 Wed	301 [SEW]	06:58AM	12:16PM	5.2500000		7.50
	301 [SEW]	01:03PM	03:18PM	2.2500000		
12/12/2024 Thu	301 [SEW]	06:58AM	12:15PM	5.2500000		7.50
	301 [SEW]	12:57PM	03:22PM	2.2500000		
12/13/2024 Fri	301 [SEW]	06:52AM	11:57AM	5.2500000		7.25
	301 [SEW]	05:30PM	07:30PM*	2.0000000		
12/14/2024 Sat	401 [STW]	03:51PM	07:50PM	2.0000000	2.0000000	4.00
12/15/2024 Sun	301 [SEW]	11:56AM	01:56PM*		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]									53.75	
6 [FH]										
7 [BREV]										
301 [SEW]									1[UNUSED]	38.00
401 [STW]	1[UNUSED]	2.00	2.00	4.00						
TOTALS		40.00	4.00	44.00						100.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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



**Monday Dec 9 2024:**

Daily rounds. – 2 hours

Water report. – 2 hours

Cleaning skimmers and screen. – 2 hours

Prepping for parade. – 2 hours

**Tuesday Dec 10 2024:**

Daily rounds. – 2 hours

Cleaning up broken toilet from road. – 3 hours

Working on alum pumps at wwtp. – 3 hours

**Wednesday Dec 11 2024:**

Daily rounds. – 2 hours

Hanging Christmas lights. – 3 hours

Cleaning skimmers and screen. – 3 hours

**Thursday Dec 12 2024:**

Daily rounds. – 2 hours

Scrubbing clarifiers. – 4 hours

Pumping sludge. = 2 hours

**Friday Dec 13 2024:**

Daily rounds. – 2 hours

Cleaning skimmers and screen. – 2 hours

Prepping for parade. – 1 hour

Call in for dialer alarm. – 2 hours

**Saturday Dec 14 2024:**

Weekend rounds. – 2 hours

Salting roads and working parade. – 4 hours

**Sunday Dec 15 2024:**

Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

12/16/2024 - 12/22/2024 [7 days]

AD001 [PHELAN, LORI L]					
Employee ID		AD001		DEPT(G2)	
Pay Type		3		AD	
				Last Name	
				PHELAN	
				Pay Policy	
				500	
				First Name	
				LORI L	

Time Card						
Date		Paycode	IN	OUT	Reg Hrs	OT Hrs
12/16/2024 Mon		501 [TRW]	08:00AM	01:00PM*	5.0000000	
		501 [TRW]	01:32PM*	04:38PM	3.2500000	
12/17/2024 Tue		501 [TRW]	08:00AM	01:35PM	5.5000000	
		501 [TRW]	02:05PM*	04:35PM*	2.5000000	
12/18/2024 Wed		504 [TRV]			4.0000000	
		501 [TRW]	12:23PM	05:12PM	4.7500000	
12/19/2024 Thu		501 [TRW]	07:45AM	04:34PM	8.7500000	
12/20/2024 Fri		501 [TRW]	08:00AM	01:26PM	5.5000000	
12/21/2024 Sat		501 [TRW]	01:01PM*	03:00PM*	2.0000000	
						Daily Total
						8.25
						8.00
						8.75
						8.75
						5.50
						2.00

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					53.00		4.00		49.00
3 [SICK]									30.25
6 [FH]									
501 [TRW]	1[UNUSED]	37.25		37.25					
504 [TRV]	1[UNUSED]	4.00		4.00					
TOTALS		41.25		41.25	53.00		4.00		79.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan  
Employee Signature

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

Lori Phelan

Time Distribution Work Log Week of December 16-22, 2024

**Monday**

- Submit/Pay Payroll Taxes
- Submit/Pay WRS
- Print/distribute timesheets
- Utility Rec
- Prop Tax payments

**Tuesday**

- Property tax receipts
- Utility (1 hr)
  - Receipts
  - Final read/bill
- Bank Deposit
- ETF Insurance Reconciliation training
- Prepare/post/notifications Finance Committee Meeting agenda
- CivicPlus Codification Meeting

**Wednesday**

- Vacation (4 hrs)
- Receipts
  - Utility (1 hr)
  - Tax
  - Dog license

**Thursday**

- Utilities (1.5 hr)
  - Receipts
  - ACH upload to FSB/process in WH
  - Deposit
- Bank Deposit
- ETF Annual Report training (1.5 hr)
- Draft BOT Meeting Minutes

**Friday**

- Meeting minutes
- Job posting
- Bank Deposit

**Saturday**

- Help roll up mats
- Create and post Special BOT Meeting



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

Time Card							
Date		Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/16/2024 Mon		401 [STW]	08:20AM	12:04PM*	3.7500000		3.75
12/17/2024 Tue		401 [STW]	08:14AM	12:17PM	4.0000000		4.00
12/18/2024 Wed		401 [STW]	07:39AM	12:19PM	4.5000000		4.50
12/19/2024 Thu		401 [STW]	08:28AM	04:13PM	7.7500000		7.75
12/20/2024 Fri		401 [STW]	06:06AM	12:26PM	6.5000000		6.50

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]	26.50		26.50					
TOTALS		26.50		26.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

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

12.25 hrs Streets  
14.25 hrs Plowing

Employee Timecard - LPHELAN-07/27/2015  
12/16/2024 - 12/22/2024 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/16/2024 Mon	301 [SEW]	06:55AM	11:55AM	5.0000000		8.25
	301 [SEW]	12:35PM	03:39PM	3.2500000		
12/17/2024 Tue	301 [SEW]	06:56AM	01:28PM	6.5000000		8.25
	301 [SEW]	02:01PM	03:45PM	1.7500000		
12/18/2024 Wed	301 [SEW]	06:57AM	11:48AM	4.7500000		4.75
12/19/2024 Thu	301 [SEW]	06:55AM	10:34AM	3.5000000		
	301 [SEW]	10:53AM	04:46PM	5.7500000		14.00
	301 [SEW]	06:04PM	10:46PM	4.7500000		
12/20/2024 Fri	301 [SEW]	05:43AM	03:22PM	4.7500000	4.7500000	9.50
12/21/2024 Sat	301 [SEW]	08:00AM*	10:00AM*		2.0000000	2.00
12/22/2024 Sun	601 [WAW]	08:00AM*	10:00AM*		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]									53.75
6 [FH]									
7 [BREV]									
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					100.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

**Weekly Work Log Dec 16 – Dec 22 2024**      **Braden Losby**

**Monday Dec 16 2024:**

Daily rounds. – 2 hours

Cleaning skimmers and screen . – 3 hours

Working on VFD drive. – 3 hours

**Tuesday Dec 17 2024:**

Daily rounds. – 2 hours

Final read. – 1 hour

Giving tour to Montfort as they are looking at building a plant like ours. – 2 hours

Organizing paperwork. – 2 hours

Working on influent sampler. – 2 hours

**Wednesday Dec 18 2024:**

Daily rounds. – 2 hours

Cleaning skimmers and screen. – 3 hours

**Thursday Dec 19 2024:**

Daily rounds. – 2 hours

Plowing and salting. – 12 hours

**Friday Dec 20 2024:**

Daily rounds. – 2 hours

Plowing and salting. – 4 hours

Holliday helpers. – 2 hours

**Saturday Dec 21 2024:**

Weekend rounds. – 2 hours

**Sunday Dec 22 2024:**

Weekend rounds. – 2 hours