

Time Distribution Report.LC - LPHELAN-01/25/2024
Primary Sort By: Employee;DEPT(G2)
11/25/2024 - 12/08/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	38.00 ✓	0.75 ✓	38.75
AD [General Admin]	502[TRH]	✓4.00	0.00	4.00
AD [General Admin]	504[TRV]	✓2.00	0.00	2.00
AD [General Admin]	511[CW]	18.25 ✓	0.00	18.25
AD [General Admin]	512[CH]	✓4.00	0.00	4.00
AD [General Admin]	514[CV]	✓2.00	0.00	2.00
SE [Sewer]	305[SADW]	4.25 ✓	0.00	4.25
WA [Water]	605[WADW]	4.25 ✓	0.00	4.25
AD001 [PHELAN, LORI L] Total:		76.75	0.75	77.50 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	10.00 ✓	0.00	10.00
ST [Streets]	401[STW]	15.75 ✓	0.00	15.75
PW003 [JOHNSON, HARRY] Total:		25.75	0.00	25.75 ✓
Employee: SP003 [LOSBY, BRADEN]				
PA [Parks]	101[PAW]	1.50 ✓	0.00	1.50
SE [Sewer]	301[SEW]	36.50 ✓	5.50 ✓	42.00
SE [Sewer]	302[SEH]	4.00 ✓	0.00	4.00
SE [Sewer]	309[SEFH]	4.00 ✓	0.00	4.00
ST [Streets]	401[STW]	4.00 ✓	0.00	4.00
WA [Water]	601[WAW]	25.50 ✓	2.00 ✓	27.50
WA [Water]	602[WAH]	4.00 ✓	0.00	4.00
WA [Water]	609[WAFH]	4.00 ✓	0.00	4.00
SP003 [LOSBY, BRADEN] Total:		83.50	7.50	91.00 ✓
Grand Totals:		186.00	8.25	194.25

END OF REPORT

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

Mike Phelan

12-2-8:30-11:30-3

Maggie's Hours for 11/26-12/1

1 message

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

Sun, Dec 1, 2024 at 6:02 PM

Maggie's hours:
11/26: 4:45pm-6:30pm 1.75
11/27: 5pm-6pm 1.00
11/29: 5pm-6:30pm 1.50
12/1: 5pm-6pm 1.00
5.25

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

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.

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
11/25/2024 Mon	401 [STW]	08:22AM	11:37AM	3.2500000		3.25
11/26/2024 Tue	401 [STW]	08:17AM	12:31PM	4.2500000		4.25
11/27/2024 Wed	401 [STW]	08:16AM	11:36AM	3.2500000		3.25

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]	10.75		10.75					
TOTALS		10.75		10.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *HARRY JOHNSON*
Employee Signature

x _____
Supervisor Signature

Mon 11/25 Replaced faucet aerator in mens bath room
Tightened down toilet in womens bath room, helped Marshal
Move TV to board room, Moped floors at RCE
Tue 11/26 Removed deer carcasses from burn pile, pushed
back burn pile and compose pile, cleared pallets out of
way for christmas lights
Wed 11/27 Put up christmas tree in Multi purpose room
put up projector screen in board room, replaced battery in gym
clock, emptied garbage at RCE

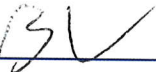
Employee Timecard - LPHELAN-07/27/2015
11/25/2024 - 12/01/2024 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
11/25/2024 Mon	301 [SEW]	06:54AM	11:46AM	4.7500000		8.50
	301 [SEW]	12:25PM	04:13PM	3.7500000		
11/26/2024 Tue	301 [SEW]	06:54AM	11:53AM	5.0000000		8.50
	301 [SEW]	12:30PM	03:57PM	3.5000000		
11/27/2024 Wed	301 [SEW]	06:55AM	08:48AM	1.7500000		2.50
	301 [SEW]	11:43AM	12:25PM	0.7500000		
11/28/2024 Thu	302 [SEH]			4.0000000		10.00
	301 [SEW]	01:55PM	03:55PM*	2.0000000		
	602 [WAH]			4.0000000		
11/29/2024 Fri	309 [SEFH]			4.0000000		10.00
	601 [WAW]	09:25AM	11:25AM*	2.0000000		
	609 [WAFH]			4.0000000		
11/30/2024 Sat	301 [SEW]	10:18AM	12:18PM*	2.0000000		2.00
12/01/2024 Sun	601 [WAW]	11:09AM	01:09PM*	2.0000000		2.00

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
2 [VACA]					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]					49.75	4.00			46.25
6 [FH]					8.00		8.00		53.75
7 [BREV]									
301 [SEW]	1[UNUSED]	23.50		23.50					
302 [SEH]	1[UNUSED]	4.00		4.00					
309 [SEFH]	1[UNUSED]	4.00		4.00					
601 [WAW]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	4.00		4.00					
609 [WAFH]	1[UNUSED]	4.00		4.00					
TOTALS		43.50		43.50	57.75	4.00	8.00		100.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Weekly Work Log Nov 25 – Dec 1 2024

Braden Losby

Monday Nov 25 2024:

Daily rounds. – 2 hours

✓ Draining and refilling well 1. – 5 hours

Cleaning skimmers and screen. – 2 hours

Tuesday Nov 26 2024:

Daily rounds. – 2 hours

✓ Working on security system at wwtp. – 2 hours

Cleaning skimmers and screen. – 3 hours

Taking hose off geotube for winter. – 2 hours

Wednesday Nov 27 2024:

✓ Daily rounds. – 2 hours

Out rest of day

Thursday Nov 28 2024:

Daily rounds. – 2 hours

✓ Holliday. – 8 hours

Friday Nov 29 2024:

Daily rounds. – 2 hours

✓ ~~Holliday.~~ ^{Flood} – 6 hours 8 hrs

Saturday Nov 30 2024:

Weekend rounds. – 2 hours

Sunday Dec 1 2024:

Weekend rounds. – 2 hours

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	Daily Total
11/25/2024 Mon	501 [TRW]	08:00AM	01:30PM	5.5000000		8.00
	501 [TRW]	02:05PM	04:33PM	2.5000000		
11/26/2024 Tue	501 [TRW]	07:59AM	02:05PM	6.0000000		8.50
	501 [TRW]	02:29PM	05:01PM	2.5000000		
11/27/2024 Wed	501 [TRW]	07:59AM	12:57PM	5.0000000		8.25
	501 [TRW]	01:33PM	04:45PM	3.2500000		
11/28/2024 Thu	502 [TRH]			8.0000000		8.00
11/29/2024 Fri	504 [TRV]			4.0000000		4.00

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					57.00		4.00		53.00
3 [SICK]					26.25	4.00			30.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	24.75		24.75					
502 [TRH]	1[UNUSED]	8.00		8.00					
504 [TRV]	1[UNUSED]	4.00		4.00					
TOTALS		36.75		36.75	83.25	4.00	4.00		91.25

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 November 25-December 1, 2024

Monday

- Utility (1.5 hr)
- Property Tax
 - Special charges
 - DOR forms submitted
 - Information to county for printing of bills
- Timesheet allocations
- Update Insurance for December

Tuesday

- Utility (3 hrs)
- Timesheet allocations
- Draft meeting minutes/post
- HeyGov implementation

Wednesday

- Process payroll and pay 941
- Online payments and forms with HeyGov LIVE!!
- Bank Deposit

Thursday

- Thanksgiving

Friday

- Office closed-4 hrs vacation

Maggie's Hours 12/2-12/8

1 message

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

Sun, Dec 8, 2024 at 6:42 PM

LH8
Maggie's hours:
12/2: 8pm-9pm 1.0
12/3: 5:15pm-8:15 3.0
12/5: 7pm-8:30pm 1.5
12/6: 6pm-7pm 1.0
12/8: 6pm-6:45pm 1.75
7.25

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

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.

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

Time Card						
Date		Paycode	IN	OUT	Reg Hrs	OT Hrs
12/02/2024 Mon		401 [STW]	08:13AM	11:49AM	3.5000000	
12/03/2024 Tue		401 [STW]	08:01AM	11:56AM	4.0000000	
12/04/2024 Wed		401 [STW]	08:09AM	12:11PM	4.0000000	
12/05/2024 Thu		401 [STW]	08:20AM	11:49AM	3.5000000	
						Daily Total
						3.50
						4.00
						4.00
						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]	15.00		15.00					
TOTALS		15.00		15.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x

Harry Johnson

Employee Signature

x

Supervisor Signature

Mon 12/2 Brought christmas street lights to shop to replace bulbs, took speed limit sign to green shed
Tues 12/3 cleaned shop, stocked & cleaned bathrooms
Wed 12/4 Replace christmas street light bulbs
Thurs 12/5 picked up cones on street, blew leaves from south entrance at RCC, took bench to green shed, picked up cones at green, put new lid on Trash/Arthurman can

Employee Timecard - LPHELAN-07/27/2015
12/02/2024 - 12/08/2024 [7 days]

SP003 [LOSBY, BRADEN]

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

Time Card							
Date		Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/02/2024 Mon		301 [SEW]	06:55AM	11:55AM	5.0000000		
		301 [SEW]	12:31PM	03:34PM	3.0000000		8.00
12/03/2024 Tue		301 [SEW]	06:53AM	04:01PM	9.0000000		
		301 [SEW]	06:24PM	08:03PM	1.5000000		10.50
12/04/2024 Wed		301 [SEW]	06:56AM	11:55AM	5.0000000		
		301 [SEW]	12:36PM	03:37PM	3.0000000		8.00
12/05/2024 Thu		301 [SEW]	06:54AM	12:03PM	5.0000000		
		301 [SEW]	12:44PM	03:38PM	3.0000000		
		301 [SEW]	06:59PM	07:57PM	1.0000000		9.00
12/06/2024 Fri		301 [SEW]	06:57AM	03:02PM	4.5000000	3.5000000	8.00
12/07/2024 Sat		301 [SEW]	04:13PM	06:13PM*		2.0000000	2.00
12/08/2024 Sun		601 [WAW]	08:23AM	10:23AM*		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	5.50	45.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	7.50	47.50					100.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL
Employee Signature

x _____
Supervisor Signature

Monday Dec 2 2024:

Daily rounds. – 2 hours

✓ Cleaning skimmers and screen. – 3 hours

✓ Decanting sludge tank. – 3 hours

Tuesday Dec 3 2024:

Daily rounds. – 2 hours

✓ DNR exams and Menards run. – 7 hours

Park and rec meeting. – 1.50 hours

Wednesday Dec 4 2024:

Daily rounds. – 2 hours

✓ Cleaning skimmers and screen. – 3 hours

Working on heater in water tower and modifying setpoints for winter. – 3 hours

Thursday Dec 5 2024:

Daily rounds. – 2 hours

✓ Working on plow on utv. – 2 hours

Working on Christmas lights. – 2 hours

Working on VFD issue. – 2 hours

Board meeting. – 1 hour

Friday Dec 6 2024:

Daily rounds. – 2 hours

✓ Water/wastewater reports. – 3 hours

✓ Fire call. – 1 hour

Decanting sludge tank. – 2 hours

Saturday Dec 7 2024:

✓ Weekend rounds. – 2 hours

Sunday Dec 8 2024:

✓ Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015
12/02/2024 - 12/08/2024 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/02/2024 Mon	501 [TRW]	07:57AM	12:16PM	4.2500000		8.25
	501 [TRW]	12:45PM*	04:49PM	4.0000000		
12/03/2024 Tue	501 [TRW]	07:56AM	12:32PM	4.5000000		8.25
	501 [TRW]	12:58PM	04:47PM	3.7500000		
12/04/2024 Wed	501 [TRW]	08:00AM	12:43PM	4.7500000		8.75
	501 [TRW]	01:26PM	05:30PM	4.0000000		
12/05/2024 Thu	501 [TRW]	07:56AM	03:02PM	7.0000000		11.50
	501 [TRW]	04:00PM	08:26PM	4.5000000		
12/06/2024 Fri	501 [TRW]	08:01AM	12:01PM	3.2500000	0.7500000	4.00

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
3 [SICK]									30.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	0.75	40.75					
TOTALS		40.00	0.75	40.75					91.25

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 2-8, 2024

Monday

- Utility
- Emails
- Draft BOT Agenda to MC

Tuesday

- Credit card statement reconciliation
- Interest payments FSB
- Bank Reconciliation
- Publish/post meeting agenda/send notifications
- Board/Building Insp payroll checks

Wednesday

- Utility Receipts
- Bank Deposit
- Prepare/post agenda, send notifications Finance Committee Meeting
- Amend BOT Meeting Agenda/post/notifications
- ETF Insurance

Thursday

- Bank Reconciliations
- Print and prepare checks for Board approval
- Enter ETF Insurance enrollments
- Board Meeting

Friday

- Bank Deposit
 - Cash
 - Remote Checks
- Post Park/Rec DRAFT Minutes
- Pick up tax bills (off clock while in Dville)
- Complete ETF Insurance enrollments