

Employee Timecard - Hourly Distribution Report

Report Date: 01/17/2022

01/10/2022 - 01/16/2022 [7 days]

Report Time: 8:34:46 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	Daily Total	Reg Hrs	OT Hrs
01/10/2022 Mon	205 [POP]	02:00PM*	12:00AM*	10.00	10.0000000	
01/11/2022 Tue	205 [POP]	06:30PM*	10:30PM*	4.00	4.0000000	
01/12/2022 Wed	205 [POP]	01:00PM*	04:00PM*	3.00	3.0000000	
01/13/2022 Thu	201 [POW]	02:41PM	12:02AM	9.25	9.2500000	
01/15/2022 Sat	205 [POP]	05:00PM*	11:00PM*	6.00	6.0000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									110.00
3 [SICK]									120.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	9.25		9.25					
205 [POP]	1[UNUSED]	23.00		23.00					

TOTALS		32.25		32.25					238.00
---------------	--	--------------	--	--------------	--	--	--	--	---------------

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 01/24/2022

01/17/2022 - 01/23/2022 [7 days]

Report Time: 9:36:10 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	Daily Total	Reg Hrs	OT Hrs
01/17/2022 Mon	205 [POP]	01:00PM*	10:00PM*	9.00	9.0000000	
01/18/2022 Tue	205 [POP]	08:00PM*	12:00AM*	4.00	4.0000000	
01/19/2022 Wed	201 [POW]	03:04PM	11:48PM	8.75	8.7500000	
01/21/2022 Fri	204 [POV]				4.0000000	
	205 [POP]	07:00PM*	02:30AM*	11.50	7.5000000	
01/23/2022 Sun	208 [PADJ]			6.50	6.5000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					110.00		4.00		106.00
3 [SICK]									120.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	8.75		8.75					
204 [POV]	1[UNUSED]	4.00		4.00					
205 [POP]	1[UNUSED]	20.50		20.50					
208 [PADJ]	1[UNUSED]	6.50		6.50					
TOTALS		39.75		39.75	110.00		4.00		234.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 01/17/2022

01/10/2022 - 01/16/2022 [7 days]

Report Time: 8:34:46 AM

AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/10/2022 Mon	511 [CW]	07:49AM	11:29AM	8.25	3.7500000	
	501 [TRW]	12:03PM	04:30PM*		4.5000000	
01/11/2022 Tue	511 [CW]	08:19AM	01:15PM*	12.25	5.0000000	
	511 [CW]	02:00PM*	04:45PM		2.7500000	
	511 [CW]	05:41PM	10:16PM		4.5000000	
01/12/2022 Wed	511 [CW]	08:00AM*	12:05PM*	7.75	4.0000000	
	501 [TRW]	12:43PM*	04:30PM*		3.7500000	
01/13/2022 Thu	501 [TRW]	08:11AM	12:00PM*	3.75	3.7500000	
01/14/2022 Fri	511 [CW]	08:08AM	11:59AM	7.75	3.7500000	
	501 [TRW]	12:33PM	04:30PM		4.0000000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									125.25
3 [SICK]									73.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	16.00		16.00					
511 [CW]	1[UNUSED]	23.75		23.75					
TOTALS		39.75		39.75					206.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Hailey Roessler
Employee Signature

x _____
Supervisor Signature

Checks, Invoices, Accounts Payable, Comm Ctr Bid Docs, EE Review Scheduling
 TRANE Shipment Coordination, Holiday Helper Act. NWTP Security
 Internet Accounts, Frontier Vendor Installation, Municode Meetings
 LRIP, BOT Meeting/Agenda/Minutes, Contract Coordination, 2021
 Audit Prep/Documents/Reports; EE Review; Beacon/Meter
 Upgrade; Summer Programs, Payroll, ARPA
 Treas/Clerk/Gen Admin = 36.00
 Sewer Admin = 3.75

Employee Timecard - Hourly Distribution Report

Report Date: 01/24/2022

01/17/2022 - 01/23/2022 [7 days]

Report Time: 9:36:09 AM

AD002 [ROESSLER, HAILEY]

Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/17/2022 Mon	501 [TRW]	08:01AM	12:00PM	8.25	4.0000000	
	511 [CW]	12:30PM*	04:43PM*		4.2500000	
01/18/2022 Tue	501 [TRW]	08:02AM	11:31AM	8.25	3.5000000	
	511 [CW]	12:05PM	04:44PM		4.7500000	
01/19/2022 Wed	501 [TRW]	08:03AM	10:08AM	9.00	2.2500000	
	511 [CW]	12:03PM	06:39PM		6.7500000	
01/20/2022 Thu	501 [TRW]	08:04AM	11:42AM	7.75	3.7500000	
	511 [CW]	12:24PM	04:29PM		4.0000000	
01/21/2022 Fri	501 [TRW]	08:03AM	12:00PM*	8.25	4.0000000	1.5000000
	511 [CW]	12:30PM*	04:42PM*		2.7500000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									125.25
3 [SICK]									73.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	17.50		17.50					
511 [CW]	1[UNUSED]	22.50	1.50	24.00					
TOTALS		40.00	1.50	41.50					206.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Hailey Roessler*
Employee Signature

x _____
Supervisor Signature

Pre - Audit / Auditors 1/18/22 • Public Works Comm Mtg 1/19/22
 Spec BOT Mtg 1/21/22 • Lift Station Repair • Alt. Side Parking
 Map + Ordinance Drafting • Tax + Utility Payment Processing
 U-Turn Signage Requirement Research • CDBG Documentation
 CBU Policy Research • Easement Research / Meetings • HR/
 Insurance Correspondence • W-2 Filings + Mailings
 Municode Website + Meetings Setup • Utility Direct Pay
 Processing • Office Maint

Employee Timecard - Hourly Distribution Report

Report Date: 01/17/2022

01/10/2022 - 01/16/2022 [7 days]

Report Time: 8:34:46 AM

AD003 [JOHNSON, MAGGIE]

Employee ID	AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	JOHNSON	First Name	MAGGIE

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/10/2022 Mon	511 [CW]	07:59AM	02:40PM	6.75	6.7500000	
01/11/2022 Tue	511 [CW]	07:59AM	02:31PM	6.50	6.5000000	
01/12/2022 Wed	511 [CW]	08:00AM	02:30PM	6.50	6.5000000	
01/13/2022 Thu	511 [CW]	07:59AM	02:30PM*	6.50	6.5000000	
01/14/2022 Fri	511 [CW]	08:00AM	02:04PM	6.00	6.0000000	

Summary - AD003 [JOHNSON, MAGGIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									111.00
3 [SICK]									28.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	32.25		32.25					
TOTALS		32.25		32.25					147.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Monday: Winter market prep, fuel schedule, municode agenda practice and homework Folder label

Tuesday: main street orientation, took out trash

Wednesday: municode training, 1 day disconnects, tree removal contacts

Thursday: Purchased park bathroom supplies, looked into munards for table and chairs Updated hydrant flushing and water main break protocol documents.

Friday: municode training, farmers market agreement, baseball prep, intern flyer

General: Utility and tax payments

communications: library communications, Home sense solicitation post, sidewalk, mailbox, fire hydrant post

Employee Timecard - Hourly Distribution Report

Report Date: 01/24/2022

01/17/2022 - 01/23/2022 [7 days]

Report Time: 9:36:10 AM

AD003 [JOHNSON, MAGGIE]

Employee ID	AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	JOHNSON	First Name	MAGGIE

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/17/2022 Mon	511 [CW]	08:00AM	02:30PM	6.50	6.500000	
01/18/2022 Tue	511 [CW]	08:01AM	02:30PM	6.50	6.500000	
01/19/2022 Wed	511 [CW]	08:00AM	02:38PM	6.75	6.750000	
01/20/2022 Thu	511 [CW]	08:00AM	02:31PM	6.50	6.500000	
01/21/2022 Fri	605 [WADW]	08:00AM	02:01PM	6.00	6.000000	

Summary - AD003 [JOHNSON, MAGGIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									111.00
3 [SICK]									28.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	26.25		26.25					
605 [WADW]	1[UNUSED]	6.00		6.00					
TOTALS		32.25		32.25					147.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Monday: Trained library volunteers, updated library volunteer binder and contacts, Internship flyer, baseball sign up and social media posts

Tuesday: ordered office supplies, Internship flyer, baseball flyer, Holiday Helper thank you addresses

Wednesday: Holiday helper thank you cards (stuffed, stamped, addressed) internship flyer, baseball flyer

Thursday: Baseball flyers, setup / take down stepping on Booster, internship flyer, park & rec. agenda

Friday: outdoor movie quotes and prices, Park & Rec. library agenda items

General: utility and tax payments

communications: library communications, 2022 event survey, 2022 baseball sign up, tree

Removal Service

Employee Timecard - Hourly Distribution Report

Report Date: 01/17/2022

01/10/2022 - 01/16/2022 [7 days]

Report Time: 8:34:46 AM

PW001 [BRINDLEY, JEFFREY D]

Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/10/2022 Mon	301 [SEW]	06:29AM	03:41PM	8.75	8.7500000	
01/11/2022 Tue	601 [WAW]	06:24AM	03:32PM		9.0000000	
	301 [SEW]	06:28PM	09:22PM	11.25	2.2500000	
01/12/2022 Wed	601 [WAW]	09:13AM	03:31PM	5.75	5.7500000	
01/13/2022 Thu	301 [SEW]	06:36AM	03:40PM	8.75	8.7500000	
01/14/2022 Fri	601 [WAW]	06:40AM	02:03PM	6.75	5.5000000	1.2500000
01/15/2022 Sat	301 [SEW]	06:29AM	08:35AM	2.00		2.0000000
01/16/2022 Sun	601 [WAW]	07:07AM	09:07AM*	2.00		2.0000000

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									192.25
3 [SICK]									235.75
6 [FH]									8.00
301 [SEW]	1[UNUSED]	19.75	2.00	21.75					
601 [WAW]	1[UNUSED]	20.25	3.25	23.50					
TOTALS		40.00	5.25	45.25					436.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
Employee Signature

X _____
Supervisor Signature

	Reg.	O.T.	Total
Water -	19.75	1	20.75
Sewer -	20.25	1.25	21.5
Streets -		3	<u>3</u>
			45.25

Delta 3 meeting well house Infrastructure, Board meeting
 Routine water & sewer maint. water pumpage reports
 assist snow plowing, Rec snow removal

Employee Timecard - Hourly Distribution Report

Report Date: 01/24/2022

01/17/2022 - 01/23/2022 [7 days]

Report Time: 9:36:10 AM

PW001 [BRINDLEY, JEFFREY D]

Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/17/2022 Mon	304 [SEV]				1.2500000	
	301 [SEW]	09:22AM	03:01PM		5.7500000	
	604 [WAV]			8.00	1.0000000	
01/18/2022 Tue	601 [WAW]	07:23AM	03:11PM	7.25	7.2500000	
01/19/2022 Wed	301 [SEW]	07:03AM	06:12PM	10.75	10.7500000	
01/20/2022 Thu	601 [WAW]	06:32AM	03:31PM	8.50	8.5000000	
01/21/2022 Fri	301 [SEW]	07:04AM	03:32PM	8.00	7.7500000	0.2500000
01/22/2022 Sat	601 [WAW]	07:08AM	09:08AM*	2.00		2.0000000
01/23/2022 Sun	301 [SEW]	05:22AM	09:37AM	4.25		4.2500000

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					192.25		2.25		190.00
3 [SICK]									235.75
6 [FH]									8.00
301 [SEW]	1[UNUSED]	24.25	4.50	28.75					
304 [SEV]	1[UNUSED]	1.25		1.25					
601 [WAW]	1[UNUSED]	15.75	2.00	17.75					
604 [WAV]	1[UNUSED]	1.00		1.00					
TOTALS		42.25	6.50	48.75	192.25		2.25		433.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Jeff Brindley*
Employee Signature

x _____
Supervisor Signature

	Reg.	Vac	O.T.	Total
Water -	17	1.0		18
Sewer -	23	1.25		24.25
Streets -			6.5	6.5

Snow Removal, Sampling, ^{Page 4} DNR Land application and disposal reports, Remove Christmas lights, DNR reports, water reports

Employee Timecard - Hourly Distribution Report

Report Date: 01/17/2022

01/10/2022 - 01/16/2022 [7 days]

Report Time: 8:34:46 AM

SP002 [CULLEN, TANNER]

Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/10/2022 Mon	401 [STW]	06:58AM	03:44PM	8.25	8.2500000	
01/11/2022 Tue	401 [STW]	06:43AM	03:35PM		8.7500000	
	401 [STW]	07:00PM*	09:30PM*	10.75	2.0000000	
01/12/2022 Wed	401 [STW]	06:51AM	02:25PM	7.00	7.0000000	
01/13/2022 Thu	401 [STW]	06:50AM	03:42PM	8.25	8.2500000	
01/14/2022 Fri	401 [STW]	06:57AM	03:31PM		5.7500000	2.7500000
	401 [STW]	07:07PM	11:13PM	12.25		3.7500000
01/15/2022 Sat	401 [STW]	04:52AM	08:19AM	3.50		3.5000000

Summary - SP002 [CULLEN, TANNER]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									116.00
3 [SICK]									108.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	10.00	50.00					
TOTALS		40.00	10.00	50.00					232.00

Total 50hrs streets Dept.

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

x _____

Supervisor Signature

1/10 Fueled equipment and trucks. Greased skid steel checked fluids etc. (8.25 streets)

1/11 Board meeting. Snow cleanup and removal. (10.75 streets)

1/12 Snow cleanup and removal/ plowed the cemetery. (7 streets)

1/13 Spot salted icy streets. picked up Xmas trees. (8.25 streets)

1/14 plowed snow salted streets. (12.25 streets)

1/15 plowed snow spot salted in am. (3.50 streets)

Employee Timecard - Hourly Distribution Report

Report Date: 01/24/2022

01/17/2022 - 01/23/2022 [7 days]

Report Time: 9:36:10 AM



SP002 [CULLEN, TANNER]

Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/17/2022 Mon	401 [STW]	07:12AM	03:50PM	8.00	8.0000000	
01/18/2022 Tue	401 [STW]	06:51AM	03:32PM	8.00	8.0000000	
01/19/2022 Wed	401 [STW]	06:31AM	03:30PM		9.0000000	
	401 [STW]	04:30PM*	06:30PM*	11.00	2.0000000	
01/20/2022 Thu	401 [STW]	06:42AM	03:30PM	8.25	8.2500000	
01/21/2022 Fri	401 [STW]	06:48AM	02:59PM	7.50	4.7500000	2.7500000
01/22/2022 Sat	401 [STW]	04:20AM	06:17AM	2.00		2.0000000
01/23/2022 Sun	401 [STW]	02:43AM	11:43AM	8.50		8.5000000

Summary - SP002 [CULLEN, TANNER]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									116.00
3 [SICK]									108.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	13.25	53.25					
TOTALS		40.00	13.25	53.25					232.00

53.25hrs Streets

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Tanner Cullen
Employee Signature

X _____
Supervisor Signature

- 1/17 Snow cleanup/Removal. Fixed strobe light on Peterbilt. 8hrs streets
- 1/18 Snow cleanup/Removal. Fueled equipment/trucks. 8hrs streets
- 1/19 Power washed trucks and equipment. 9hrs streets
- 1/20 Snow cleanup/Removal. Loaded truck with salt. 2hrs streets
8.25hrs streets
- 1/21 cleaned village shop/washed out Shop Floor. 7.50hrs
- 1/22 2hrs salted slick streets/parking lots and sidewalks. →

1/23 Blowed snow and salted streets/parking lots
and sidewalks. (8.50 hrs streets)