

Employee Timecard - Hourly Distribution Report

Report Date: 01/03/2022

12/27/2021 - 01/02/2022 [7 days]

Report Time: 8:59:44 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
12/27/2021 Mon	202 [POH]			4.00	4.0000000	
12/28/2021 Tue	205 [POP]	07:00PM*	01:30AM*	6.50	6.5000000	
12/29/2021 Wed	201 [POW]	02:33PM	11:12PM	8.75	8.7500000	
12/30/2021 Thu	201 [POW]	07:14PM	12:19AM	5.00	5.0000000	
12/31/2021 Fri	202 [POH]			8.00	8.0000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									30.00
3 [SICK]									116.00
6 [FH]									
201 [POW]	1[UNUSED]	13.75		13.75					
202 [POH]	1[UNUSED]	12.00		12.00					
205 [POP]	1[UNUSED]	6.50		6.50					
TOTALS		32.25		32.25					146.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 01/10/2022

01/03/2022 - 01/09/2022 [7 days]

Report Time: 8:28:21 AM

PD011 [GORHAM, MICHAEL]

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

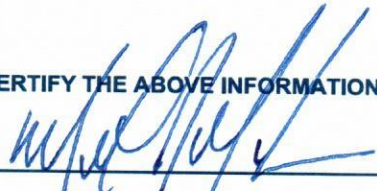
Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/03/2022 Mon	205 [POP]	09:30AM*	10:30PM*	13.00	13.0000000	
01/04/2022 Tue	201 [POW]	03:01PM	11:58PM	9.00	9.0000000	
01/05/2022 Wed	205 [POP]	04:00PM*	12:30AM*	8.50	8.5000000	
01/08/2022 Sat	201 [POW]	05:35PM	12:16AM	6.75	6.7500000	
01/09/2022 Sun	208 [PADJ]			-9.50	-9.5000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									30.00
3 [SICK]									116.00
6 [FH]									
201 [POW]	1[UNUSED]	15.75		15.75					
205 [POP]	1[UNUSED]	21.50		21.50					
208 [PADJ]	1[UNUSED]	-9.50		-9.50					
TOTALS		27.75		27.75					146.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 01/03/2022

12/27/2021 - 01/02/2022 [7 days]

Report Time: 8:59:43 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
12/27/2021 Mon	511 [CW]	08:03AM	12:26PM	7.75	4.500000	
	501 [TRW]	01:10PM	04:29PM		3.250000	
12/28/2021 Tue	501 [TRW]	07:47AM	12:30PM*	8.25	4.750000	
	501 [TRW]	01:00PM*	04:34PM*		3.500000	
12/29/2021 Wed	501 [TRW]	08:03AM	12:57PM	7.75	5.000000	
	511 [CW]	01:45PM*	04:36PM		2.750000	
12/30/2021 Thu	504 [TRV]			8.25	1.750000	
	501 [TRW]	08:04AM	12:01PM		4.000000	
	501 [TRW]	12:40PM	01:25PM		0.750000	
	501 [TRW]	02:44PM	04:37PM		1.750000	
12/31/2021 Fri	502 [TRH]			8.00	8.000000	

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					47.00		1.75		45.25
3 [SICK]									71.25
6 [FH]									
501 [TRW]	1[UNUSED]	23.00		23.00					
502 [TRH]	1[UNUSED]	8.00		8.00					
504 [TRV]	1[UNUSED]	1.75		1.75					
511 [CW]	1[UNUSED]	7.25		7.25					
TOTALS		40.00		40.00	47.00		1.75		116.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Hailey Roessler
Employee Signature

x _____
Supervisor Signature

End of Year Filing, Reports, Taxes, Payroll; Website + Municode Meetings Project; Holiday Helpers Project; Tax Payments + Reporting; 2022 Audit Prep; Dog Licenses; Commctr Coord.; 2022 Fee Schedule; Pay App 6; Conventional Rate Case Filed

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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
01/03/2022 Mon	501 [TRW]	08:37AM	01:19PM	8.75	4.7500000	
	511 [CW]	01:58PM	06:00PM		4.0000000	
01/04/2022 Tue	501 [TRW]	08:06AM	01:04PM	10.00	5.0000000	
	511 [CW]	01:44PM*	04:40PM*		3.0000000	
	511 [CW]	06:00PM*	08:00PM*		2.0000000	
01/05/2022 Wed	513 [CS]			7.25	2.0000000	
	501 [TRW]	10:49AM	01:26PM		2.7500000	
	501 [TRW]	01:58PM	04:34PM		2.5000000	
01/06/2022 Thu	501 [TRW]	08:10AM	12:30PM	8.00	4.2500000	
	511 [CW]	01:00PM*	04:40PM		3.7500000	
01/07/2022 Fri	501 [TRW]	08:15AM	12:17PM	8.00	4.0000000	
	501 [TRW]	12:56PM	04:57PM		4.0000000	
01/08/2022 Sat	501 [TRW]	10:30AM*	12:05PM	2.50		1.5000000
	611 [FMW]	01:00PM*	02:00PM*			1.0000000

Summary - AD002 [ROESSLER, HAILEY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									45.25
3 [SICK]					71.25		2.00		69.25
6 [FH]									
501 [TRW]	1[UNUSED]	27.25	1.50	28.75					
511 [CW]	1[UNUSED]	12.75		12.75					
513 [CS]	1[UNUSED]	2.00		2.00					
611 [FMW]	1[UNUSED]		1.00	1.00					
TOTALS		42.00	2.50	44.50	71.25		2.00		114.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Hailey Roessler
Employee Signature

x _____
Supervisor Signature

Year End Reporting, Filing, Payroll Updates, HR, Accounts Payable, Finance Meeting Agenda, BOT Agenda, Fac. Maint Job Description, Conflict Mediation, ATC Easement, Appraisal, 2020 Budget Amend. 2021 Budget / Starting Balances, Cluster Box Policy, Zoom Subscription & Setup, Comm Ctrd Cleaning, Staff Meeting, Holiday Helper Act. minicode: Bank Reconciliation, Tax Payments, Bid Docs

Employee Timecard - Hourly Distribution Report

Report Date: 01/03/2022

12/27/2021 - 01/02/2022 [7 days]

Report Time: 8:59:44 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
12/27/2021 Mon	511 [CW]	08:02AM	02:34PM	6.50	6.5000000	
12/28/2021 Tue	511 [CW]	07:57AM	02:30PM	6.50	6.5000000	
12/29/2021 Wed	511 [CW]	08:00AM	02:30PM	6.50	6.5000000	
12/30/2021 Thu	511 [CW]	07:59AM	02:30PM	6.50	6.5000000	
12/31/2021 Fri	502 [TRH]			8.00	8.0000000	

Summary - AD003 [JOHNSON, MAGGIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									71.00
3 [SICK]									24.00
6 [FH]									
502 [TRH]	1[UNUSED]	8.00		8.00					
511 [CW]	1[UNUSED]	26.00		26.00					
TOTALS		34.00		34.00					95.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Maggie Johnson
Employee Signature

x Hailey Bessler
Supervisor Signature

Manday: Read center reports, generated utility bills + stuffed and stamped
 Tuesday: ordered gym floor covers, municode meeting, updated Holiday helper list, took out garbage
 Wednesday: Holiday helper cards assembled wellness supplies, utility bills
 Thursday: Posted utility bills, processed disconnect notices, tree removal estimate post, water main break SOP, table and chair pricing
 General: Utility bills and tax payments

Total

Water Adm = 4
 Sewer Adm = 4
 Dep Clerk = 26 (8 Holiday)
34

Employee Timecard - Hourly Distribution Report

Report Date: 01/10/2022

01/03/2022 - 01/09/2022 [7 days]

Report Time: 9:31:16 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
01/03/2022 Mon	511 [CW]	08:00AM	02:43PM	6.75	6.7500000	
01/04/2022 Tue	511 [CW]	08:00AM	02:30PM		6.5000000	
	511 [CW]	06:00PM*	08:00PM*	8.50	2.0000000	
01/05/2022 Wed	511 [CW]	08:00AM	10:58AM		3.0000000	
	511 [CW]	11:31AM	02:31PM	6.00	3.0000000	
01/06/2022 Thu	511 [CW]	08:01AM	03:04PM	7.00	7.0000000	
01/07/2022 Fri	511 [CW]	08:00AM	02:01PM	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]									71.00
3 [SICK]									24.00
6 [FH]									
511 [CW]	1[UNUSED]	34.25		34.25					
TOTALS		34.25		34.25					95.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Maggie Johnson
Employee Signature

x Hailey Rossler
Supervisor Signature

Monday : Uploaded agenda and minutes to Municode

Tuesday : Municode agenda training, Park & Rec. meeting Prep, took out trash

Wednesday : Shoveled north and central entryways, Park and Rec. minutes and post meeting work, municode agenda homework, ordered thank you cards, processed make in / move att, open gym meeting

Thursday : Multi-purpose room table and chair pricing, Uline bathroom updates pricing, 2022 event Worksheet and Survey

Friday : Staff meeting, 2022 event Survey post, 2022 event Worksheet

General : Utility and tax payments

DC = ^{REG} 26.25

FM = 6.0

WA = 1

OT = 1

1 24 7.5

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12/27/2021 - 01/02/2022 [7 days]

Report Time: 8:59:44 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
12/27/2021 Mon	301 [SEW]	06:16AM	03:28PM	8.75	8.7500000	
12/28/2021 Tue	601 [WAW]	06:27AM	02:12PM		7.7500000	
	301 [SEW]	03:06PM	04:58PM	9.75	2.0000000	
12/29/2021 Wed	601 [WAW]	06:02AM	09:46AM		3.7500000	
	301 [SEW]	12:04PM	02:54PM	6.25	2.5000000	
12/30/2021 Thu	301 [SEW]	06:27AM	03:29PM	8.50	8.5000000	
12/31/2021 Fri	302 [SEH]				4.0000000	
	301 [SEW]	06:30AM	08:30AM*		2.0000000	
	602 [WAH]			10.00	4.0000000	
01/01/2022 Sat	301 [SEW]	07:15AM	09:15AM*	2.00	2.0000000	
01/02/2022 Sun	301 [SEW]	06:06AM	10:29AM	4.50	2.7500000	1.7500000

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.25
3 [SICK]									240.00
6 [FH]									
301 [SEW]	1[UNUSED]	28.50	1.75	30.25					
302 [SEH]	1[UNUSED]	4.00		4.00					
601 [WAW]	1[UNUSED]	11.50		11.50					
602 [WAH]	1[UNUSED]	4.00		4.00					
TOTALS		48.00	1.75	49.75					272.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
Employee Signature

X _____
Supervisor Signature

	Reg.	H	O.T	Total	
Water -	15	4		15	19
Sewer -	18	4	1.75	19.75	23.75
Streets -	7			7	
Holiday -	8			8	
				<u>49.75</u>	

Back →

Water Sampling, disconnects notices, water disconnects,
w.w. Sampling & snow plowing, snow removal, lift station
trouble shooting floats.

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Report Time: 8:28:21 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
01/03/2022 Mon	601 [WAW]	06:19AM	03:11PM	8.50	8.5000000	
01/04/2022 Tue	301 [SEW]	06:25AM	03:21PM	8.25	8.2500000	
01/05/2022 Wed	601 [WAW]	06:26AM	03:42PM	8.75	8.7500000	
01/06/2022 Thu	301 [SEW]	06:10AM	03:20PM	8.50	8.5000000	
01/07/2022 Fri	303 [SES]				2.2500000	
	601 [WAW]	08:54AM	12:47PM		3.7500000	
	603 [WAS]			8.00	2.0000000	
01/08/2022 Sat	301 [SEW]	07:09AM	09:09AM*	2.00	2.0000000	
01/09/2022 Sun	301 [SEW]	07:34AM	09:34AM*	2.00	0.2500000	1.7500000

Summary - PW001 [BRINDLEY, JEFFREY D]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.25
3 [SICK]					240.00		4.25		235.75
6 [FH]									
301 [SEW]	1[UNUSED]	19.00	1.75	20.75					
303 [SES]	1[UNUSED]	2.25		2.25					
601 [WAW]	1[UNUSED]	21.00		21.00					
603 [WAS]	1[UNUSED]	2.00		2.00					
TOTALS		44.25	1.75	46.00	240.00		4.25		268.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
Employee Signature

X _____
Supervisor Signature

Reg. OT Sick total
 Water - 19 2.25 19 21.25
 Sewer - 21 1.75 2 22.75 24.75

Sick Time - 4.25 ↑ 46 HRS

final water reads, unload parts rec, w.w reports
 water reports, showing Contractors tree removal

Employee Timecard - Hourly Distribution Report

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12/27/2021 - 01/02/2022 [7 days]

Report Time: 8:59:44 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
12/27/2021 Mon	401 [STW]	02:31AM	11:21AM	8.25	8.2500000	
12/28/2021 Tue	401 [STW]	06:41AM	06:11PM		11.5000000	
	401 [STW]	07:40PM	11:43PM	15.50	4.0000000	
12/29/2021 Wed	401 [STW]	09:57AM	01:54PM	4.00	4.0000000	
12/30/2021 Thu	401 [STW]	07:01AM	03:31PM	8.00	8.0000000	
12/31/2021 Fri	402 [STH]				8.0000000	
	401 [STW]	06:48AM	08:52AM		2.0000000	
	401 [STW]	05:30PM	08:36PM	13.00	2.2500000	0.7500000
01/02/2022 Sun	401 [STW]	02:20AM	09:43AM	7.00		7.0000000

Summary - SP002 [CULLEN, TANNER]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									104.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	7.75	47.75					
402 [STH]	1[UNUSED]	8.00		8.00					
TOTALS		48.00	7.75	55.75					148.00

55.75 hrs streets Dept.

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen
Employee Signature

x _____
Supervisor Signature

- 27 Plowed snow and salted village streets and parking lots. 8.25 hrs streets
- 28 Plowed snow and salted. Fueled equipment and Trucks. 15.50 hrs streets
- 29 Plowed snow and salted. cleaned and salted village side walks. 4 hrs streets
- 30 Snow cleanup/Removal 8 hrs streets 2.00 hrs salted roads
- 31 pre treated streets before freezing rain. 2.25 hrs 8 hrs sth



1/2 Plowed snow and salted streets and
village parking lots. (7hrs streets)

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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
01/03/2022 Mon	401 [STW]	06:39AM	03:33PM	8.25	8.2500000	
01/04/2022 Tue	401 [STW]	06:47AM	03:30PM	8.00	8.0000000	
01/05/2022 Wed	401 [STW]	06:02AM	03:39PM	9.25	9.2500000	
01/06/2022 Thu	401 [STW]	05:57AM	03:37PM	9.00	9.0000000	
01/07/2022 Fri	401 [STW]	07:23AM	02:06PM	6.00	5.5000000	0.5000000
01/08/2022 Sat	401 [STW]	04:51PM	06:51PM*	2.00		2.0000000

Summary - SP002 [CULLEN, TANNER]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									104.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	2.50	42.50					
TOTALS		40.00	2.50	42.50					148.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

x _____

Supervisor Signature

1/3 8.25 hrs streets

1/4 picked up xmas trees. plowed cemetery. 8 hrs streets

1/5 spot salted streets in am. snow cleanup/removal. 9.25 streets

1/6 plowed snow / parking lots and sidewalks. snow cleanup and removal. 9 hrs streets

1/7 snow cleanup and removal. spot salted as needed. 6 hrs streets

1/8 salted icy roads. 2 hrs streets