

Employee Timecard - Hourly Distribution Report

Report Date: 01/31/2022

01/24/2022 - 01/30/2022 [7 days]

Report Time: 7:39:16 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/24/2022 Mon	501 [TRW]	07:58AM	12:02PM		4.0000000	
	511 [CW]	12:47PM	04:30PM*	7.75	3.7500000	
01/25/2022 Tue	501 [TRW]	08:11AM	12:43PM		4.5000000	
	511 [CW]	01:15PM*	04:32PM*	7.75	3.2500000	
01/26/2022 Wed	511 [CW]	08:07AM	12:10PM		4.2500000	
	605 [WADW]	12:55PM	04:32PM	7.75	3.5000000	
01/27/2022 Thu	501 [TRW]	08:17AM	10:42AM		2.5000000	
	501 [TRW]	11:12AM	12:31PM		1.2500000	
	501 [TRW]	12:49PM	04:51PM	7.75	4.0000000	
01/28/2022 Fri	501 [TRW]	07:54AM	12:19PM		4.2500000	
	501 [TRW]	01:09PM	04:34PM	7.50	3.2500000	

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]	23.75		23.75					
511 [CW]	1[UNUSED]	11.25		11.25					
605 [WADW]	1[UNUSED]	3.50		3.50					
TOTALS		38.50		38.50					206.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Hailey Roessler
 Employee Signature

X _____
 Supervisor Signature

CommCtr Bids Trane Shipment Coord + Posting / Publishing / Direct Notices
 Audit + Bank Confirmation, Utility Procedure, Resident Comm.
 BP Tally, Housing Report, JE entries, Insurance/Property Update
 for flow/new baby dump; Beacon/Water Meter Upgrade,
 Payroll, Ordinances/Communication-Sidewalks, Municode
 Website Upgrade, Invoices/Account Payable/Village Credit Card
 Gen Admin Treas/Clerk = 32.5 Water Admin = 6.0

Employee Timecard - Hourly Distribution Report

Report Date: 02/07/2022

01/31/2022 - 02/06/2022 [7 days]

Report Time: 8:11:45 AM



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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/31/2022 Mon	501 [TRW]	07:30AM	12:15PM	8.25	4.7500000	
	511 [CW]	01:20PM	04:46PM		3.5000000	
02/01/2022 Tue	501 [TRW]	07:56AM	11:43AM	11.25	3.7500000	
	511 [CW]	12:41PM	04:29PM		3.7500000	
02/02/2022 Wed	501 [TRW]	06:00PM*	09:41PM*	7.50	3.7500000	
	511 [CW]	08:00AM*	01:00PM*		5.0000000	
	511 [CW]	02:15PM*	04:15PM*		2.0000000	
02/03/2022 Thu	501 [TRW]	05:30PM*	06:00PM*	8.00	0.5000000	
	511 [CW]	07:56AM	11:22AM		3.2500000	
02/04/2022 Fri	501 [TRW]	12:03PM	04:38PM	8.25	4.7500000	
	511 [CW]	08:01AM*	12:33PM		4.5000000	
	501 [TRW]	01:02PM	04:39PM		0.5000000	3.2500000

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	4.00			77.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	18.00	3.25	21.25					
511 [CW]	1[UNUSED]	22.00		22.00					
TOTALS		40.00	3.25	43.25	73.25	4.00			210.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Hailey Roessler
Employee Signature

X _____
Supervisor Signature

Connectr Bid Coordination / Publishing Questions; Beacon Water Meter Upgrade, Municode Meetings Upgrade, RTU Delivery Coordination; MG & E Meter Upgrade; Conventional Rate Case PSC Info Request; Parks Rec Mtg; Tree Removal Coord.; Utility Act Mgmt, Conflict Mediat. SDWLP App Info; HR Timesheets / Village Credit Card; Plan Mtg COORD; Invoice Entry, BOT Agenda Prep; Finance Comm Prep + POSTING; Library Heating Issue

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01/24/2022 - 01/30/2022 [7 days]

Report Time: 7:39:16 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
01/24/2022 Mon	513 [CS]				1.0000000	
	605 [WADW]	09:05AM	02:30PM	6.50	5.5000000	
01/25/2022 Tue	511 [CW]	08:00AM	02:48PM	6.75	6.7500000	
01/26/2022 Wed	511 [CW]	08:02AM	02:30PM	6.50	6.5000000	
01/27/2022 Thu	511 [CW]	08:02AM	02:34PM	6.50	6.5000000	
01/28/2022 Fri	511 [CW]	07:56AM	02:00PM	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		1.00		27.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	25.75		25.75					
513 [CS]	1[UNUSED]	1.00		1.00					
605 [WADW]	1[UNUSED]	5.50		5.50					
TOTALS		32.25		32.25	28.00		1.00		146.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Monday : library communications, fencing recs., processed utility late fees
 movie licensing equipment research, dog park fencing quotes

Tuesday : Dog Park fencing quotes, snow plowing quotes, mopped & dusted
 1st level of community center, cleaned CC kitchen

Wednesday : Dog fencing quotes, community center tour, library, open gym and
 baseball communications

Thursday : municode meeting, Park & Rec. agenda, dog park fencing, Park & Rec intern flyer

Friday : Park & Rec. agenda, library/farmers market/open gym Facebook posts,
 Affordable connectivity program test, dog park research, DNR Grants,
 snowed sidewalk

General : Utility Payments, tax payments

Employee Timecard - Hourly Distribution Report

Report Date: 02/07/2022

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Report Time: 8:11:45 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/31/2022 Mon	511 [CW]	08:01AM	02:31PM	6.50	6.5000000	
02/01/2022 Tue	511 [CW]	07:58AM	03:13PM		7.2500000	
	605 [WADW]	06:07PM	09:00PM	10.25	3.0000000	
02/02/2022 Wed	511 [CW]	07:59AM	02:28PM	6.50	6.5000000	
02/03/2022 Thu	511 [CW]	08:01AM	01:32PM	5.50	5.5000000	
02/04/2022 Fri	511 [CW]	08:00AM	01:59PM	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]					27.00	4.00			31.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	31.75		31.75					
605 [WADW]	1[UNUSED]	3.00		3.00					
TOTALS		34.75		34.75	27.00	4.00			150.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X 
Supervisor Signature

Monday: Library communications, Utility billing (ran reports, processed new bills, stuffed and stamped envelopes.) tax payments, dog park fencing

Tuesday: Dog Park Waste Station research, Park & Rec. meeting prep, vacuumed board room
took out trash

Wednesday: ran aged acct. report, sent 10 day disconnect notices, updated Park & Rec. minutes
library and tree removal communication, Park & Rec. intern flyer

Thursday: library volunteer work, donation survey, new library hours FB communication

Friday: Dog Park fencing, Park & rec. internship flyer, library communications
meeting

General: Utility and dog Lic payments

Dep Clerk = 28.75
Water Admin = 3
Sewer Admin = 3

Employee Timecard - Hourly Distribution Report

Report Date: 01/31/2022

01/24/2022 - 01/30/2022 [7 days]

Report Time: 7:39:16 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/24/2022 Mon	301 [SEW]	05:54AM	03:02PM	8.50	8.5000000	
01/25/2022 Tue	601 [WAW]	06:33AM	03:35PM	8.50	8.5000000	
01/26/2022 Wed	301 [SEW]	06:40AM	03:33PM	8.25	8.2500000	
01/27/2022 Thu	601 [WAW]	06:07AM	03:01PM	8.50	8.5000000	
01/28/2022 Fri	301 [SEW]	06:01AM	09:02AM		3.0000000	
	601 [WAW]	11:00AM	03:25PM	7.50	3.2500000	1.2500000
01/29/2022 Sat	301 [SEW]	07:20AM	09:20AM*	2.00		2.0000000
01/30/2022 Sun	601 [WAW]	07:41AM	09:41AM*	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]									190.00
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					433.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
Employee Signature

X _____
Supervisor Signature

	Reg.	O.T.	Total
Water -	23		23
Sewer -	14.5		14.5
Streets -	2.5	5.25 ✓	<u>7.75</u>
			45.25

Snow plowing & snow removal, water sampling, sewer sampling, cross connection surveys, PSC reports, water reads

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Report Time: 8:11:46 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/31/2022 Mon	301 [SEW]	06:13AM	03:28PM	8.75	8.7500000	
02/01/2022 Tue	304 [SEV]				2.0000000	
	601 [WAW]	11:22AM	03:12PM		4.0000000	
	604 [WAV]			8.00	2.0000000	
02/02/2022 Wed	301 [SEW]	06:28AM	04:05PM	9.00	9.0000000	
02/03/2022 Thu	604 [WAV]				2.0000000	
	601 [WAW]	12:07PM	03:37PM		3.5000000	
	304 [SEV]			8.00	2.5000000	
02/04/2022 Fri	301 [SEW]	06:16AM	09:56AM	3.75	3.7500000	
02/05/2022 Sat	301 [SEW]	06:42AM	08:42AM*	2.00	2.0000000	
02/06/2022 Sun	301 [SEW]	07:09AM	09:09AM*	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]					190.00		8.50		181.50
3 [SICK]					235.75	4.00			239.75
6 [FH]									8.00
301 [SEW]	1[UNUSED]	25.50		25.50					
304 [SEV]	1[UNUSED]	4.50		4.50					
601 [WAW]	1[UNUSED]	7.50		7.50					
604 [WAV]	1[UNUSED]	4.00		4.00					
TOTALS		41.50		41.50	425.75	4.00	8.50		429.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Jeff Brindley
Employee Signature

x _____
Supervisor Signature

Water - 16.5 4.0 1.5
Sewer - 15 4.5
8.5

REG.
O.T.
Total
22.0
19.5
41.5

Employee Timecard - Hourly Distribution Report

Report Date: 01/31/2022

01/24/2022 - 01/30/2022 [7 days]

Report Time: 7:39:16 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
01/24/2022 Mon	401 [STW]	03:58AM	03:12PM	10.75	10.7500000	
01/25/2022 Tue	401 [STW]	06:17AM	03:32PM	8.75	8.7500000	
01/26/2022 Wed	401 [STW]	07:01AM	03:34PM	8.00	8.0000000	
01/27/2022 Thu	401 [STW]	06:43AM	03:30PM	8.25	8.2500000	
01/28/2022 Fri	401 [STW]	07:07AM	03:44PM	8.25	4.2500000	4.0000000

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	4.00	44.00					
TOTALS		40.00	4.00	44.00					232.00

3.25hrs water Dept.
40.75hrs streets Dept.

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

x _____

Supervisor Signature

1/24 Plowed snow salted streets - parking lots and sidewalks 10.75hrs streets

1/25 snow removal and cleanup. Plowed cemetery 8.75hrs streets

1/26 Snow Removal and Cleanup. Spot salted streets/roadways. 8hrs streets

1/27 spot salted streets/roadways. Cleared and salted village sidewalks and parking lots. 8.25hrs streets

1/28 Turned off water on cardinal way/Tauman court. Desmet exc. paved curb off of water lateral. Read usage meters. Grease and powerwashed skidsteer. 3.25 water 5hrs streets

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Report Time: 8:11:46 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/31/2022 Mon	401 [STW]	06:54AM	01:56PM	6.50	6.5000000	
02/01/2022 Tue	401 [STW]	06:46AM	10:05AM		3.0000000	
	401 [STW]	06:21PM	08:58PM	5.75	2.7500000	
02/03/2022 Thu	401 [STW]	06:43AM	03:31PM	8.25	8.2500000	
02/04/2022 Fri	401 [STW]	06:50AM	03:32PM	8.00	8.0000000	

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	4.00			112.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	28.50		28.50					
TOTALS		28.50		28.50	108.00	4.00			236.00

11.75 Streets vacation
 25.75 Streets Dept.
 2.75 parks Dept.
40.25 hrs worked total

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Tanner Cullen

Employee Signature

X _____

Supervisor Signature

1/31 6.50hrs Streets. 2.50 Streets vacation.

2/1 3hrs Streets. 2.75 parks Dept. 2.25 Streets vacation

2/2 8hrs Streets vacation

2/3 8.25hrs Streets Dept.

2/4 8.00hrs Streets Dept.

Employee Timecard - Hourly Distribution Report

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Report Time: 7:39:16 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
01/26/2022 Wed	201 [POW]	12:01PM	10:26PM	10.50	10.5000000	
01/27/2022 Thu	201 [POW]	02:32PM	10:37PM	8.00	8.0000000	
01/28/2022 Fri	205 [POP]	12:00PM*	12:20AM*	12.25	12.2500000	
01/29/2022 Sat	201 [POW]	12:22AM	01:23AM		1.2500000	
	201 [POW]	04:31PM	12:14AM	9.00	7.7500000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									106.00
3 [SICK]									120.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	27.50		27.50					
205 [POP]	1[UNUSED]	12.25		12.25					
TOTALS		39.75		39.75					234.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
 Employee Signature

x _____
 Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 02/07/2022

01/31/2022 - 02/06/2022 [7 days]

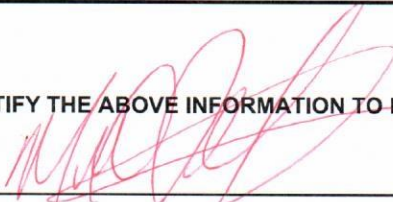
Report Time: 8:11:45 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/31/2022 Mon	205 [POP]	09:00AM*	11:30AM*	2.50	2.5000000	
02/01/2022 Tue	201 [POW]	01:39PM	12:05AM	10.25	10.2500000	
02/02/2022 Wed	201 [POW]	09:49AM	10:13PM	12.50	12.5000000	
02/04/2022 Fri	201 [POW]	04:30PM	01:16AM	8.75	8.7500000	
02/06/2022 Sun	208 [PADJ]			-1.75	-1.7500000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									106.00
3 [SICK]					120.00	4.00			124.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	31.50		31.50					
205 [POP]	1[UNUSED]	2.50		2.50					
208 [PADJ]	1[UNUSED]	-1.75		-1.75					
TOTALS		32.25		32.25	120.00	4.00			238.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature