

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

Report Date: 06/13/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:11:48 PM

05/27/2024 - 06/09/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	40.50	0.00	40.50 ✓
AD [General Admin]	502[TRH]	4.00	0.00	4.00 ✓
AD [General Admin]	511[CW]	16.25	0.00	16.25 ✓
AD [General Admin]	512[CH]	4.00	0.00	4.00 ✓
SE [Sewer]	305[SADW]	6.50	0.00	6.50 ✓
WA [Water]	605[WADW]	3.00	0.00	3.00 ✓
AD001 [PHELAN, LORI L] Total:		74.25	0.00	74.25 ✓
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	52.50	0.00	52.50 ✓
DC [Deputy Clerk]	512[CH]	8.00	0.00	8.00 ✓
SE [Sewer]	305[SADW]	5.00	0.00	5.00 ✓
WA [Water]	605[WADW]	6.50	0.00	6.50 ✓
AD004 [CUSHMAN, SHYANNE] Total:		72.00	0.00	72.00 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	2.00	0.00	2.00 ✓
PA [Parks]	101[PAW]	26.50	0.00	26.50 ✓
ST [Streets]	401[STW]	19.25	0.00	19.25 ✓
PW003 [JOHNSON, HARRY] Total:		47.75	0.00	47.75 ✓
Employee: PW005 [PETERSON, DALE]				
SE [Sewer]	301[SEW]	30.25	0.00	30.25 ✓
SE [Sewer]	302[SEH]	4.00	0.00	4.00 ✓
ST [Streets]	401[STW]	2.50	0.00	2.50 ✓
WA [Water]	601[WAW]	7.00	0.00	7.00 ✓
WA [Water]	602[WAH]	4.00	0.00	4.00 ✓
PW005 [PETERSON, DALE] Total:		47.75	0.00	47.75 ✓
Employee: SP003 [LOSBY, BRADEN]				
PA [Parks]	101[PAW]	2.00	0.00	2.00 ✓
SE [Sewer]	301[SEW]	34.25	0.00	34.25 ✓
ST [Streets]	401[STW]	23.75	0.00	23.75 ✓
ST [Streets]	402[STH]	8.00	0.00	8.00 ✓
ST [Streets]	403[STS]	6.00	0.00	6.00 ✓
WA [Water]	601[WAW]	16.00	0.00	16.00 ✓
SP003 [LOSBY, BRADEN] Total:		90.00	0.00	90.00 ✓
Grand Totals:		331.75	0.00	331.75

END OF REPORT

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

V1340-1346

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/03/2024

05/27/2024 - 06/02/2024 [7 days]

Report Time: 8:12:08 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
05/27/2024 Mon	512 [CH]			4.0000000		8.00
	502 [TRH]			4.0000000		
05/28/2024 Tue	501 [TRW]	07:52AM	02:11PM	6.5000000		8.25
	501 [TRW]	02:47PM	04:30PM	1.7500000		
05/29/2024 Wed	501 [TRW]	07:57AM	01:15PM*	5.2500000		9.75
	501 [TRW]	01:59PM	06:35PM	4.5000000		
05/30/2024 Thu	501 [TRW]	08:00AM	12:46PM	4.7500000		8.00
	501 [TRW]	01:24PM	04:40PM	3.2500000		
05/31/2024 Fri	501 [TRW]	07:58AM	12:00PM*	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]									84.00
3 [SICK]					5.00	4.00			9.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	30.00		30.00					
502 [TRH]	1[UNUSED]	4.00		4.00					
512 [CH]	1[UNUSED]	4.00		4.00					
TOTALS		38.00		38.00	5.00	4.00			101.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of May 27-31, 2024

Monday

- ✓ ● Holiday 8 hrs

Tuesday

- Prepare/post Finance Committee Meeting Agenda
- Emails
- Submit request for reimbursement DNR LWCF Grant
 - Calculate project/grant remaining funds
- ✓ ● Print/distribute timesheets
- Well #1
 - Print public notice to be included with utility bills
 - Create public notice post and schedule on the website
- Pre-note Utility File
 - Correct issues due to bank information being changed in error
 - Upload file to FSB

Wednesday

- Emails
- ✓ ● Prepare notification of the Consumer Confidence Report
 - Website post
 - Bank and Post Office
 - Email/text to subscribers
- Allocate timesheets
- Finance Committee Meeting-CIP

Thursday

- Draft Meeting minutes
- Emails
- ✓ ● Order MC a new CC-expired
- Meet w/Michele
- Timesheet distributions
- Calculate and Process Payroll
 - Upload DD file to FSB
- Enter ACH payments processed

Friday

- Emails
- Verizon Real Estate payments
- ✓ ● USPS change of address/forward
- Well #1 Public Notice
- Post Draft Minutes
- Bank Deposit
- Out early

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/03/2024

05/27/2024 - 06/02/2024 [7 days]

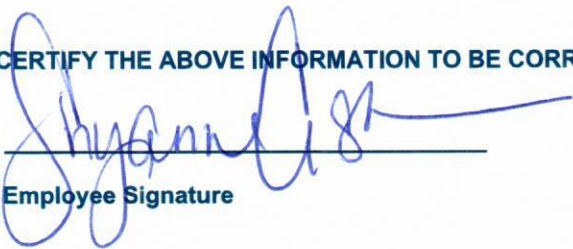
Report Time: 8:12:08 AM

AD004 [CUSHMAN, SHYANNE]			
Employee ID	AD004	DEPT(G2)	DC
Pay Type	3	Last Name	CUSHMAN
		Pay Policy	550
		First Name	SHYANNE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
05/27/2024 Mon	512 [CH]			8.0000000		8.00
05/28/2024 Tue	511 [CW]	07:58AM	12:06PM	4.0000000		
	511 [CW]	12:35PM	04:30PM	4.0000000		8.00
05/29/2024 Wed	511 [CW]	07:57AM	12:12PM	4.2500000		
	511 [CW]	12:43PM	06:26PM	5.7500000		10.00
05/30/2024 Thu	511 [CW]	07:59AM	10:00AM	2.0000000		2.00
05/31/2024 Fri	511 [CW]	07:58AM	11:25AM	3.5000000		
	511 [CW]	11:55AM	04:30PM	4.5000000		8.00

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]					20.00	4.00			24.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	28.00		28.00					
512 [CH]	1[UNUSED]	8.00		8.00					
TOTALS		36.00		36.00	20.00	4.00			140.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Time Distribution

Monday

- ✓ ● HOLIDAY

Tuesday

- ✓ ● Utility Payments/Billing (2 hours)
- Vortex Memorial Donation letter
- 4th of July Planning

Wednesday

- ✓ ● Utility Payments/Billing (5 hours)
- Social Posting
- 4th of July Planning
- Finance Committee Meeting (2 Hours)

Thursday (2 Hours)

- ✓ ● 4th of July Event Planning
- Utility Payments (10 min)

Friday

- ✓ ● Utility Payments (1 hour)
- 4th of July Event Planning
- Dog Licensing
- Social Posting
- Firework Donations

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
05/28/2024 Tue	401 [STW]	07:59AM	12:50PM	4.7500000		4.75
05/29/2024 Wed	401 [STW]	08:02AM	03:28PM	7.5000000		7.50
05/30/2024 Thu	401 [STW]	08:08AM	01:16PM	5.0000000		5.00
05/31/2024 Fri	401 [STW]	08:01AM	01:05PM	5.0000000		5.00

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]	22.25		22.25					
TOTALS		22.25		22.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X _____
Supervisor Signature

5/28 Tues Mowed along HHH, west edge of Village, shop lawn
 5/29 Wed Looked over Golden room with Carolis to see what she wants done, mowed park & playground, both ball fields, dragged small ball field
 5/30 Thurs Mowed corner of HHH & 15/15, cardinal way park, park parking area, valley ball area, dragged Home Depot field, mowed Depot & Village green
 5/31 Mowed playground & park, dog park, across from church, got park ready for farmers market & ball game, mowed Village shop lawn

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/03/2024

05/27/2024 - 06/02/2024 [7 days]

Report Time: 8:12:08 AM

PW005 [PETERSON, DALE]			
Employee ID	PW005	DEPT(G2)	PW
Pay Type	3	Last Name	PETERSON
		Pay Policy	300
		First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
05/27/2024 Mon	602 [WAH] 302 [SEH]			4.0000000 4.0000000		8.00
05/28/2024 Tue	301 [SEW]	06:02AM	03:26PM	9.5000000		9.50
05/29/2024 Wed	301 [SEW]	06:22AM	01:23PM	7.2500000		
	301 [SEW]	03:53PM	07:00PM*	3.0000000		10.25
05/30/2024 Thu	301 [SEW]	06:34AM	12:15PM*	5.7500000		
	301 [SEW]	12:40PM*	02:56PM	2.2500000		8.00
05/31/2024 Fri	301 [SEW]	06:28AM	12:09PM	5.7500000		5.75

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]					6.00	4.00			10.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	33.50		33.50					
302 [SEH]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	4.00		4.00					
TOTALS		41.50		41.50	6.00	4.00			18.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Dale Peterson Weekly Work Log 5-27-2024

Monday 5-27-2024

✓ 8 Hours Holiday

Tuesday 5-28-2024:

Daily Labs at WWTP 2 Hours

✓ Setup new GeoTube and pumped sludge for 5 Hours, Storm damage cleanup 2.5

Wednesday 5-29-2024:

Daily Labs at WWTP 2 Hours

✓ Troubleshoot chlorine pumping issue at Well 1, 2 Hours, Pumped sludge 3 Hours

Finance Committee Meeting 3 Hours

Thursday: 5-30-2024:

Daily Labs at WWTP 2 Hours

✓ Writing and publishing SOP's on WWTP and Water system operation 6 Hours.

Friday 5-31-2024:

✓ Daily Labs at WWTP 2 Hours

Drained and scrubbed clarifiers 3 Hours, Finished SOP's and DNR notification 1 Hour.

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/03/2024

05/27/2024 - 06/02/2024 [7 days]

Report Time: 8:12:08 AM

SP003 [LOSBY, BRADEN]

Employee ID	SP003	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
05/27/2024 Mon	402 [STH]			8.0000000		
	301 [SEW]	09:45AM	11:45AM*	2.0000000		10.00
05/28/2024 Tue	401 [STW]	06:53AM	03:21PM	8.2500000		8.25
05/29/2024 Wed	401 [STW]	06:55AM	11:53AM	5.0000000		
	401 [STW]	12:26PM	06:25PM	6.0000000		11.00
05/30/2024 Thu	401 [STW]	06:55AM	12:03PM	5.0000000		
	401 [STW]	12:36PM	03:31PM	3.0000000		8.00
05/31/2024 Fri	401 [STW]	06:55AM	01:06PM	6.0000000		6.00
06/01/2024 Sat	401 [STW]	11:38AM	01:38PM*	2.0000000		2.00
06/02/2024 Sun	401 [STW]	10:58AM	12:58PM*	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]					39.75	4.00			43.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	37.25		37.25					
402 [STH]	1[UNUSED]	8.00		8.00					
TOTALS		47.25		47.25	39.75	4.00			98.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 136

Employee Signature

X _____

Supervisor Signature

Weekly Work Log May 27 – June 2 2024

Braden Losby

Monday May 27 2024:

✓ Daily rounds. – 2 hours – Water/Sewer

Holiday pay. – 8 hours

Tuesday May 28 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Installing new geo tube. – 2 hours

Mowing. – 4 hours

Wednesday May 29 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Brush pickup. – 4 hours

Working on well 2. – 2 hours

Budget meeting. – 3 hours

Thursday May 30 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Burning brush. – 4 hours

Working on wwtp. – 2 hours

Friday May 31 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Pushing brush. – 2 hours

Working on park. – 2 hours

Saturday June 1 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Sunday June 2 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/10/2024

06/03/2024 - 06/09/2024 [7 days]

Report Time: 8:33:38 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
06/03/2024 Mon	501 [TRW]	08:03AM	01:05PM	5.0000000		8.00
	501 [TRW]	01:31PM	04:30PM	3.0000000		
06/04/2024 Tue	501 [TRW]	07:56AM	12:09PM	4.2500000		8.00
	501 [TRW]	12:47PM	04:30PM	3.7500000		
06/05/2024 Wed	501 [TRW]	07:58AM	11:41AM	3.7500000		8.00
	501 [TRW]	12:14PM	04:36PM	4.2500000		
06/06/2024 Thu	501 [TRW]	08:00AM	12:02PM	4.0000000		4.00
06/07/2024 Fri	305 [SADW]	08:00AM	01:31PM	5.5000000		8.25
	511 [CW]	01:56PM	04:50PM	2.7500000		

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									84.00
3 [SICK]									9.00
6 [FH]									8.00
305 [SADW]	1[UNUSED]	5.50		5.50					
501 [TRW]	1[UNUSED]	28.00		28.00					
511 [CW]	1[UNUSED]	2.75		2.75					
TOTALS		36.25		36.25					101.00

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 June 3-7, 2024

Monday

- Print/Distribute Timesheets
- Execute and email DNR Form 9300-230 (LWCF Grant)
- Liquor License Applications
 - List created
 - Sent to DC for publication
- Emails
- New hire paperwork-MP
- Invoice entry/research

Tuesday

- Emails
- Begin MOE filing
- Credit card receipts
- Bank Reconciliation
 - Print statements
 - Enter Interest receipts

Wednesday

- Timesheet allocations
- Emails
- Discussion with Shyanne
- Research Community Center construction

Thursday

- Check Entry
- Online Util Rec Entry
- ACH/Autopay payments
- Emails
- Health/Dental Insurance-BL
- Martelle-acct balance

Friday

- Emails
- CMAR-Financial Mgmt 5 hrs (sewer)
- BOT Meeting agenda to Michele for review
- Post Meeting agenda/send notifications to subscribers

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/10/2024

06/03/2024 - 06/09/2024 [7 days]

Report Time: 8:33:38 AM

AD004 [CUSHMAN, SHYANNE]

Employee ID	AD004	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Time Card

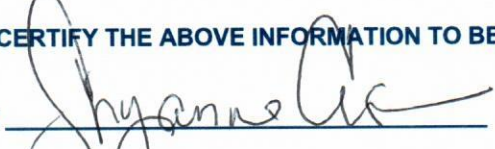
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
06/03/2024 Mon	511 [CW]	07:59AM	12:08PM	4.2500000		8.00
	511 [CW]	12:38PM	04:30PM	3.7500000		
06/04/2024 Tue	511 [CW]	07:57AM	01:20PM	5.2500000		11.25
	511 [CW]	01:51PM	04:30PM	2.7500000		
	511 [CW]	05:55PM	09:12PM	3.2500000		
06/05/2024 Wed	511 [CW]	08:00AM	01:21PM	5.2500000		8.00
	511 [CW]	01:50PM	04:30PM	2.7500000		
06/06/2024 Thu	511 [CW]	07:15AM	12:01PM	4.7500000		8.75
	511 [CW]	12:31PM	04:30PM	4.0000000		

Summary - AD004 [CUSHMAN, SHYANNE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]									24.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					140.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X


Employee Signature

X

Supervisor Signature

Time Distribution

Monday

- Utility Payments (30 min)
- Social Posting
- Street Party
- ✓ ● 4th of July Planning/Run to Dodgeville
- Library Carpet
- Park & Rec Meeting

Tuesday

- Utility Payments/Billing (15 min)
- Social Posting
- ✓ ● 4th of July Planning
- Library Carpet/Heaters
- Park & Rec Planning/Meeting (3.25 hours)
- Radium Fact Sheet - *water*

Wednesday

- Park & Rec Meeting Minutes
- ✓ ● Utility Payments/Billing (15 min)
- Library Carpet/Heaters
- 4th of July Planning
- Radium Fact Sheet - *water*

Thursday

- ✓ ● 4th of July Event Planning
- Utility Payments (15 min)
- Social Posting

Friday (Day Off)

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
06/03/2024 Mon	401 [STW]	07:46AM	12:20PM	4.5000000		4.50
06/04/2024 Tue	401 [STW]	08:02AM	12:30PM	4.5000000		4.50
06/05/2024 Wed	401 [STW]	07:49AM	12:13PM	4.5000000		4.50
06/06/2024 Thu	401 [STW]	08:07AM	02:19PM	6.2500000		6.25
06/07/2024 Fri	401 [STW]	07:56AM	01:51PM	5.7500000		5.75

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]	25.50		25.50					
TOTALS		25.50		25.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harold Johnson*
Employee Signature

X _____
Supervisor Signature

Mon 6/3 Mowed RCC lawn, cemetery, groomed Mike around Village
Tues 6/4 picked up brush, mowed part of park, volleyball area next to Badger Mart, set up soccer nets, mowed dog park
Wed 6/5 picked up brush with grapple, mowed around park bath rooms & Village shop
Thurs 6/6 emptied garbage at park, mowed both ball fields, dragged home talent field, mowed park & volleyball area
Fri 6/7 cleaned park & park bath rooms, mowed playground and park parking area, dragged home talent field

Employee Timecard - LPHELAN-07/27/2015

06/03/2024 - 06/09/2024 [7 days]

PW005 [PETERSON, DALE]			
Employee ID	PW005	DEPT(G2)	PW
Pay Type	3	Last Name	PETERSON
		Pay Policy	300
		First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
06/07/2024 Fri	301 [SEW]	06:49AM	01:01PM	6.2500000		6.25

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]					10.00	-10.00			
6 [FH]									8.00
301 [SEW]	1[UNUSED]	6.25		6.25					
TOTALS		6.25		6.25	10.00	-10.00			8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/10/2024

06/03/2024 - 06/09/2024 [7 days]

Report Time: 8:33:38 AM

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
Pay Policy	400	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
06/03/2024 Mon	401 [STW]	06:54AM	12:02PM	5.0000000		7.75
	401 [STW]	12:36PM	03:16PM	2.7500000		
06/04/2024 Tue	403 [STS]			6.0000000		8.00
	401 [STW]	06:51AM	09:00AM*	2.0000000		
06/05/2024 Wed	401 [STW]	06:55AM	03:41PM	8.7500000		8.75
06/06/2024 Thu	401 [STW]	06:56AM	11:55AM	5.0000000		8.00
	401 [STW]	12:36PM	03:36PM	3.0000000		
06/07/2024 Fri	401 [STW]	06:56AM	01:08PM	6.2500000		6.25
06/08/2024 Sat	301 [SEW]	10:42AM	12:42PM*	2.0000000		2.00
06/09/2024 Sun	601 [WAW]	08:16AM	10:16AM*	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]					43.75		6.00		37.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	32.75		32.75					
403 [STS]	1[UNUSED]	6.00		6.00					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		42.75		42.75	43.75		6.00		92.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL
Employee Signature

X _____
Supervisor Signature

Weekly Work Log June 3 – June 9 2024

Braden Losby

Monday June 3 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Pumping sludge and dumping digesters. – 5 hours

Farm and fleet run. – 1 hour

Tuesday June 4 2024:

✓ Daily rounds. – 2 hours – Water/Sewer

Out sick rest of day. – 6 hours

Wednesday June 5 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Running F-550 to Grant county truck bodies for repair. – 3 hours

✓ Brush pickup. – 2 hours

Getting dnr paperwork ready for Friday repots. – 1 hour

Thursday June 6 2024:

✓ Daily rounds. – 2 hours – Water/Sewer

Cleaning clarifiers and pumping sludge. – 6 hours

Friday June 7 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Doing monthly DNR paperwork. – 2 hours

Pumping sludge. – 2 hours

Saturday June 8 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Sunday June 9 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Summary Report.TA - LPHELAN-09/01/2016

Report Date: 06/13/2024

Primary Sort By: LOC(G1);DEPT(G2);Employee

Report Time: 1:12:48 PM

05/27/2024 - 06/09/2024 [14 days]

Employee	Police Wages	Reg Hours	Police Phone	Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho	Vacation Hours	Police Sick Hours	Police Grant	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]												
DEPT: PD [Police]												
GORHAM, MICHAEL [PD011]		55.00				8.00		17.00				80.00
PD [Police] Total:		55.00	0.00	0.00	0.00	8.00	0.00	17.00	0.00	0.00	0.00	80.00
Head Count:												1
1 [Village of Ridgeway] Total:		55.00	0.00	0.00	0.00	8.00	0.00	17.00	0.00	0.00	0.00	80.00
Head Count:												1
Grand Total:		55.00	0.00	0.00	0.00	8.00	0.00	17.00	0.00	0.00	0.00	80.00
Head Count:												1

END OF REPORT

Summary Report.TA - LPHELAN-09/01/2016

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/10/2024

05/27/2024 - 06/02/2024 [7 days]

Report Time: 3:03:55 PM

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	Reg Hrs	OT Hrs	Daily Total
05/27/2024 Mon	202 [POH]			8.0000000		8.00
05/29/2024 Wed	201 [POW]	06:33PM	11:26PM	5.0000000		5.00
05/30/2024 Thu	204 [POV]			5.0000000		
	201 [POW]	01:00PM*	06:00PM*	5.0000000		10.00
05/31/2024 Fri	204 [POV]			4.0000000		
	201 [POW]	06:00PM*	10:30PM*	4.5000000		8.50
06/01/2024 Sat	201 [POW]	05:28PM	12:19AM	6.7500000		6.75
06/02/2024 Sun	201 [POW]	10:25AM	01:53PM	3.5000000		3.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					111.25		9.00		102.25
3 [SICK]					165.00	4.00			169.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	24.75		24.75					
202 [POH]	1[UNUSED]	8.00		8.00					
204 [POV]	1[UNUSED]	9.00		9.00					
TOTALS		41.75		41.75	276.25	4.00	9.00		279.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/10/2024

06/03/2024 - 06/09/2024 [7 days]

Report Time: 8:33:38 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	Reg Hrs	OT Hrs	Daily Total
06/03/2024 Mon	204 [POV]			8.0000000		8.00
06/04/2024 Tue	201 [POW]	06:00PM*	11:00PM*	5.0000000		5.00
06/05/2024 Wed	201 [POW]	03:00PM*	11:00PM*	8.0000000		8.00
06/07/2024 Fri	201 [POW]	03:30PM*	12:30AM*	9.0000000		9.00
06/08/2024 Sat	201 [POW]	03:30PM*	11:52PM	8.2500000		8.25
06/09/2024 Sun	208 [PADJ]					

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					102.25		8.00		94.25
3 [SICK]									169.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	30.25		30.25					
204 [POV]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]								
TOTALS		38.25		38.25	102.25		8.00		271.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

6/3-9/24

Mike Phelan

— 6-3 - 8:30 - 12:00 - 3 1/2

— 6-4 - 8:30 - 12:00 - 3 1/2

— 6-5 - 8:30 - 12:30 - 4

— 6-6 - 8:30 - 2:00 - 5 1/2

— 6-7 - 8:30 - 1:30 - 5

— Total - 21 1/2

— +1-60% Streets 13 hrs
— +1-40% Parks 8.5 hrs