

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

Primary Sort By: Employee;DEPT(G2)
 06/10/2024 - 06/23/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	68.50 ✓	0.25 ✓	68.75
EL [ADMIN-ELECTION]	501[TRW]	0.50 ✓	0.00	0.50
SE [Sewer]	305[SADW]	2.75 ✓	0.00	2.75 ✓
WA [Water]	605[WADW]	2.75 ✓	0.00	2.75
AD001 [PHELAN, LORI L] Total:		74.50	0.25	74.75 ✓
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	49.00 ✓	0.00	49.00
DC [Deputy Clerk]	514[CV]	16.00 ✓	0.00	16.00
SE [Sewer]	305[SADW]	3.50 ✓	0.00	3.50 ✓
WA [Water]	605[WADW]	3.50 ✓	0.00	3.50
AD004 [CUSHMAN, SHYANNE] Total:		72.00	0.00	72.00 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	8.50 ✓	0.00	8.50
PA [Parks]	101[PAW]	24.50 ✓	0.00	24.50
ST [Streets]	401[STW]	19.75 ✓	0.00	19.75
PW003 [JOHNSON, HARRY] Total:		52.75	0.00	52.75 ✓
Employee: PW005 [PETERSON, DALE]				
SE [Sewer]	301[SEW]	6.75	0.00	6.75
PW005 [PETERSON, DALE] Total:		6.75	0.00	6.75 ✓
Employee: SP003 [LOSBY, BRADEN]				
FM [FACILITES MAINTENANCE]	611[FMW]	4.00 ✓	0.00	4.00
PA [Parks]	101[PAW]	3.00 ✓	0.00	3.00
SE [Sewer]	301[SEW]	32.75 ✓	5.75 ✓	38.50
ST [Streets]	401[STW]	18.25 ✓	1.50 ✓	19.75
WA [Water]	601[WAW]	22.00 ✓	4.00 ✓	26.00
SP003 [LOSBY, BRADEN] Total:		80.00	11.25	91.25 ✓
Grand Totals:		286.00	11.50	297.50

END OF REPORT

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

V1347-53

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/17/2024

06/10/2024 - 06/16/2024 [7 days]

Report Time: 8:29:45 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
06/10/2024 Mon	501 [TRW]	08:01AM	11:32AM	3.5000000		8.00
	501 [TRW]	12:06PM	04:30PM	4.5000000		
06/11/2024 Tue	501 [TRW]	12:03PM	05:44PM	5.7500000		10.50
	511 [CW]	06:15PM	10:55PM*	4.7500000		
06/12/2024 Wed	501 [TRW]	08:05AM	01:46PM	5.7500000		5.75
06/13/2024 Thu	501 [TRW]	08:00AM	12:14PM	4.2500000		8.00
	501 [TRW]	12:43PM	04:37PM	3.7500000		
06/14/2024 Fri	501 [TRW]	07:53AM	01:13PM	5.2500000		8.00
	501 [TRW]	01:44PM	04:36PM	2.5000000	0.2500000	

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
501 [TRW]	1[UNUSED]	35.25	0.25	35.50					
511 [CW]	1[UNUSED]	4.75		4.75					
TOTALS		40.00	0.25	40.25					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 10-14, 2024

Monday

- Emails
- Online utility payments (30 min)
- ✓ - Print/Distribute Timesheets
- Attorney-liquor licenses
- Enter Audit Adj JE's for 2023 audit

Tuesday

- In @ noon
- Emails
- ✓ - Auditor - Adj JE
- Print and prepare checks for board meeting
- Board Meeting

Wednesday

- Mail approved checks
- Emails
- ✓ - File invoices
- Begin drafting minutes
- Out early

Thursday

- Emails
- Utilities (30 min)
 - Send Final Bill
 - PreNote Util Acct
- ✓ - Process Payroll
 - Upload file to FSB
- Prepare and Upload ACH Utility Files to FSB (30 minutes)
- Enter Adj JE's for 2023 audit

Friday

- Utility Receipts/ACH payments (1.5 hr)
- ✓ - Emails
- Bank Deposit
- Provisional license-Badger Market
- Post Payroll in Acctg
- Liquor license approval letters and invoices

Employee Timecard - LPHELAN-07/27/2015

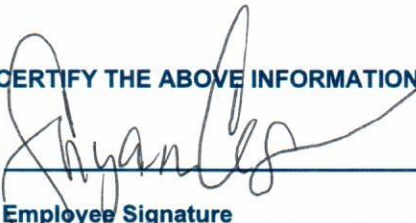
06/10/2024 - 06/16/2024 [7 days]

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
06/10/2024 Mon	511 [CW]	08:01AM	01:17PM	5.2500000		8.00
	511 [CW]	01:47PM	04:30PM	2.7500000		
06/11/2024 Tue	511 [CW]	07:57AM	12:26PM	4.5000000		11.00
	511 [CW]	12:57PM	04:29PM	3.5000000		
	511 [CW]	06:57PM	10:00PM	3.0000000		
06/12/2024 Wed	511 [CW]	07:58AM	11:00AM	3.0000000		7.00
	511 [CW]	12:27PM	04:33PM	4.0000000		
06/13/2024 Thu	511 [CW]	07:58AM	10:00AM	2.0000000		2.00
06/14/2024 Fri	514 [CV]			8.0000000		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		8.00		100.00
3 [SICK]									24.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	28.00		28.00					
514 [CV]	1[UNUSED]	8.00		8.00					
TOTALS		36.00		36.00	108.00		8.00		132.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Time Distribution

Monday

- Utility Payments (30 min)
- Library Carpet/Heaters
- Community Center Rentals
- Social Posting

Tuesday

- Utility Payments/Billing (45 min)
- Social Posting
- Burn Permit
- Building Permit
- Rental (Park)
- Team Lafayette Poster Board
- BOT Meeting (3 hours)

Wednesday

- Utility Payments/Billing (1 hour)
- Social Posting
- Library Carpet/Heaters
- 4th of July Planning

Thursday (2 Hours)

- Utility Payments (2 hours)

Friday (Vacation)

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
06/10/2024 Mon	401 [STW]	08:01AM	01:15PM*	5.2500000		5.25
06/11/2024 Tue	401 [STW]	07:57AM	01:20PM	5.2500000		5.25
06/12/2024 Wed	401 [STW]	07:59AM	12:48PM	4.7500000		4.75
06/13/2024 Thu	401 [STW]	07:58AM	01:03PM	5.0000000		5.00
06/14/2024 Fri	401 [STW]	07:56AM	01:07PM	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]	25.25		25.25					
TOTALS		25.25		25.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 6/10 Picked up brush, Moved green shed, cardinal way Pond, ditches on HHH, dragged home talent field

Tues 6/11 Moved depot, village green, west end of Village across from Lumber yard, well #1 put up signs for July 4

Wed 6/12 Moved other side of fence at RCC, Moved both ball fields, dragged small ball field, Moved corner of HHH + 151, filled hole behind RCC, Took water to concession stand

Thurs 6/13 checked light in hallway, filled hole behind RCC checked drains at park, Moved Valley ball area, part of park Village shop lawn

Fri 6/14 dragged home talent field, Moved playground & park

Employee Timecard - LPHELAN-07/27/2015

06/10/2024 - 06/16/2024 [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
06/14/2024 Fri	301 [SEW]	06:45AM	11:33AM	4.7500000		4.75

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 [FH]									8.00
301 [SEW]	1[UNUSED]	4.75		4.75					
TOTALS		4.75		4.75					8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/19/2024

06/10/2024 - 06/16/2024 [7 days]

Report Time: 9:04:35 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
06/10/2024 Mon	401 [STW]	06:54AM	12:04PM	5.0000000		8.00
	401 [STW]	12:36PM	03:32PM	3.0000000		
06/11/2024 Tue	401 [STW]	06:55AM	11:36AM	4.5000000		11.00
	401 [STW]	12:00PM	03:31PM	3.5000000		
	401 [STW]	06:59PM	10:01PM	3.0000000		
06/12/2024 Wed	401 [STW]	06:35AM	03:33PM	9.0000000		9.00
06/13/2024 Thu	401 [STW]	07:06AM	03:16PM	8.2500000		8.25
06/14/2024 Fri	401 [STW]	06:55AM	01:14PM	3.7500000	2.5000000	6.25
06/15/2024 Sat	301 [SEW]	07:36AM	09:36AM*		2.0000000	2.00
06/16/2024 Sun	601 [WAW]	11:30AM	01:30PM*		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]									37.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	2.50	42.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	6.50	46.50					92.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Weekly Work Log June 10 – June 16 2024

Braden Losby

Monday June 10 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Pumping sludge and dumping digesters. – 4 hours

Filling in sink hole behind school. – 2 hours

Tuesday June 11 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Getting ready for exams. – 3 hours

Pushing brush. – 3 hours

Wednesday June 12 2024:

✓ Daily rounds. – 2 hours – Water/Sewer

Exams at southwest tech. – 6 hours

Thursday June 13 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Pumping sludge. – 3 hours

Cleaning clarifiers. – 3 hours

Friday June 14 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Pumping sludge and cleaning uv channel. – 3 hours

Working on new Holland tractor. – 1 hour

Saturday June 15 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Sunday June 16 2024:

✓ Weekend rounds. – 2 hours – Water/Sewer

Employee Timecard - LPHELAN-07/27/2015

06/17/2024 - 06/23/2024 [7 days]

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
06/17/2024 Mon	501 [TRW]	07:57AM	01:20PM	5.2500000		
	501 [TRW]	01:50PM	04:49PM	3.0000000		8.25
06/18/2024 Tue	501 [TRW]	07:56AM	01:10PM	5.2500000		
	501 [TRW]	01:56PM	04:29PM	2.5000000		7.75
06/19/2024 Wed	501 [TRW]	07:58AM	12:16PM	4.2500000		
	501 [TRW]	12:54PM	04:46PM	3.7500000		8.00
06/20/2024 Thu	501 [TRW]	08:02AM	12:18PM	4.2500000		
	501 [TRW]	02:32PM	04:46PM	2.2500000		6.50
06/21/2024 Fri	501 [TRW]	08:02AM	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]									9.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	34.50		34.50					
TOTALS		34.50		34.50					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 10-14, 2024

Monday

- Print/distribute timesheets
- Utility receipts (1 hr)
- ✓ • Quarterly Unemployment report
 - Prepare
 - Upload wage report
 - Submit filing
- Prepare and mail quarterly 941
- Submit 2024 MOE for fire and EMS
- Liquor Licenses

Tuesday

- Operator Licenses
- Utility Receipts (30 min)
- ✓ • Bank deposit
- Draft Board Meeting Minutes/Post
- Enter Adj JE from the audit

Wednesday

- Election
- Emails
- ✓ • WRS June Remittance
- Timesheet allocation
- 2023 Audit Adj JE's
- PE-300 TID Annual Report

Thursday

- Budget status all funds
 - 2023 budgets after Adj JE's
- ✓ • Emails
- Utility receipts (30 min)
- Liquor/tobacco/operator licenses

Friday

- ✓ • US Cellular billing/payments
- Emails
- Utility receipts (30 min)
- Bank Deposit

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/24/2024

06/17/2024 - 06/23/2024 [7 days]

Report Time: 11:48:13 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
06/17/2024 Mon	514 [CV]			8.0000000		8.00
06/18/2024 Tue	511 [CW]	07:58AM	12:03PM	4.0000000		8.00
	511 [CW]	12:33PM	04:30PM	4.0000000		
06/19/2024 Wed	511 [CW]	07:57AM	11:33AM	3.5000000		8.00
	511 [CW]	12:04PM	04:31PM	4.5000000		
06/20/2024 Thu	511 [CW]	07:57AM	11:28AM	3.5000000		8.00
	511 [CW]	11:58AM	04:31PM	4.5000000		
06/21/2024 Fri	511 [CW]	07:57AM	12:00PM	4.0000000		4.00

Summary - AD004 [CUSHMAN, SHYANNE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					100.00		8.00		92.00
3 [SICK]									24.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	28.00		28.00					
514 [CV]	1[UNUSED]	8.00		8.00					
TOTALS		36.00		36.00	100.00		8.00		124.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Time Distribution 6/17/24-6/21/24

✓ Monday (Vacation)

Tuesday

- Utility Final Read/Payments (1.5 hour)
- Library Carpet/Heaters
- ✓ • Community Center Rentals
- ✓ • Burn Permit
- Veterans Memorial - Estimate Search
- Zoozort Clarification
- Social Posting

Wednesday

- ✓ • Utility Payments/Billing (1.5 hours)
- ✓ • Social Posting
- ZooZort & Set Up & Take Down
- Library Carpet/Heaters/Table Set up in Multipurpose Room
- Park & Rec Agenda

Thursday

- ✓ • Gym Mats
- ✓ • Utility Payments (30 min)
- July 4th Planning
- Social Posting

Friday (Half Day)

- ✓ • July 4th Planning
- ✓ • Utility Payments (30 min)
- Library Carpet

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
06/17/2024 Mon	401 [STW]	08:06AM	12:44PM	4.7500000		4.75
06/18/2024 Tue	401 [STW]	08:03AM	01:21PM	5.2500000		5.25
06/19/2024 Wed	401 [STW]	08:00AM	01:59PM	6.0000000		6.00
06/20/2024 Thu	401 [STW]	08:05AM	12:37PM	4.5000000		4.50
06/21/2024 Fri	401 [STW]	08:05AM	03:00PM	7.0000000		7.00

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]	27.50		27.50					
TOTALS		27.50		27.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x _____
Supervisor Signature

Mon 6/17 Pulled grass & weeds from sandbox at playground
 dragged ball field, finished mowing Park

Tues 6/18 checked New Holland mower for overhauling clean
 cleaned out chicken pit, mowed along HAH, fire station,
 outside of dog park

Wed 6/19 removed furnaces from REC, mowed REC lawn
 & well #1, rolled out mats in gym, mowed Valley ball
 area & village green

Thurs 6/20 rolled up gym mats, cleaned out coals in chicken
 pit, trimmed trees around village

Fri 6/21 Meeting for celebration, started putting together
 table in golden room, mowed both ball fields & part
 of Park, dragged small ball field

Employee Timecard - LPHELAN-07/27/2015

06/17/2024 - 06/23/2024 [7 days]

PW005 [PETERSON, DALE]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
06/21/2024 Fri	301 [SEW]	06:58AM	09:00AM*	2.0000000		2.00

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 [FH]									8.00
301 [SEW]	1[UNUSED]	2.00		2.00					
TOTALS		2.00		2.00					8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/25/2024

06/17/2024 - 06/23/2024 [7 days]

Report Time: 10:40:56 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
06/17/2024 Mon	401 [STW]	06:54AM	12:10PM	5.2500000		
	401 [STW]	12:37PM	03:47PM	3.0000000		8.25
06/18/2024 Tue	401 [STW]	06:49AM	10:52AM	3.7500000		
	401 [STW]	01:05PM	03:45PM	2.7500000		6.50
06/19/2024 Wed	401 [STW]	06:55AM	12:35PM	5.5000000		
	401 [STW]	01:06PM	03:35PM	2.5000000		8.00
06/20/2024 Thu	401 [STW]	06:55AM	11:41AM	4.7500000		
	401 [STW]	12:11PM	03:56PM	3.7500000		8.50
06/21/2024 Fri	401 [STW]	07:52AM	03:08PM	7.5000000		7.50
06/22/2024 Sat	301 [SEW]	11:05AM	01:05PM*	1.2500000	0.7500000	
	401 [STW]	07:30PM*	09:30PM*		2.0000000	4.00
06/23/2024 Sun	601 [WAW]	07:52AM	09:52AM*		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]									37.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	1.25	0.75	2.00					
401 [STW]	1[UNUSED]	38.75	2.00	40.75					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	4.75	44.75					92.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL

Employee Signature

X _____

Supervisor Signature

Weekly Work Log June 17 – June 23 2024 Braden Losby

Monday June 17 2024:

Daily rounds. – 2 hours – Water/Sewer

Working on new Holland tractor. – 2 hours

Pumping sludge. – 2 hours

Cleaning skimmers and cleaning screen. – 2 hours

Tuesday June 18 2024: 6.5 hrs (TS)

Daily rounds. – 2 hours – Water/Sewer

Changing garbage. – 2 hours

2.5 hrs streets
3 hrs SE
1 hr WA

Wednesday June 19 2024:

Daily rounds. – 2 hours – Water/Sewer

Working on effluent building. – 2 hours

Getting old heaters out of school and taking to scrap yard. – 4 hours

Thursday June 20 2024:

Daily rounds. – 2 hours – Water/Sewer

Pumping sludge. – 3 hours

Cleaning clarifier A side and skimmers. – 3 hours

Friday June 21 2024:

Daily rounds. – 2 hours – Water/Sewer

Cleaning clarifier B side. – 2 hours

Meeting at park. – 3 hours

Saturday June 22 2024:

Weekend rounds. – 2 hours – Water/Sewer

Call in for tree removal on road from storm. – 2 hours

Sunday June 23 2024:

Weekend rounds. – 2 hours – Water/Sewer

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

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

06/10/2024 - 06/23/2024 [14 days]

Employee	Police Wages	Reg Hours	Police Phone	Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho	Hours	Vacation Hours	Police Sick Hours	Police Grant Hours	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]													
DEPT: PD [Police]													
GORHAM, MICHAEL [PD011]		64.00			16.00							9.00	89.00
PD [Police] Total:		64.00	0.00		16.00	0.00	0.00	0.00	0.00	0.00		9.00	89.00
Head Count:													1
1 [Village of Ridgeway] Total:		64.00	0.00		16.00	0.00	0.00	0.00	0.00	0.00		9.00	89.00
Head Count:													1
Grand Total:		64.00	0.00		16.00	0.00	0.00	0.00	0.00	0.00		9.00	89.00
Head Count:													1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/17/2024

06/10/2024 - 06/16/2024 [7 days]

Report Time: 8:29:45 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	Reg Hrs	OT Hrs	Daily Total
06/10/2024 Mon	201 [POW]	11:30AM*	01:15AM*	13.7500000		13.75
06/11/2024 Tue	201 [POW]	04:00PM*	10:47PM*	6.7500000		6.75
06/12/2024 Wed	209 [POBV]			8.0000000		8.00
06/13/2024 Thu	209 [POBV]			8.0000000		8.00
06/15/2024 Sat	201 [POW]	06:30PM*	01:30AM*	7.0000000		7.00
06/16/2024 Sun	206 [POG]	01:00PM*	06:00PM*	5.0000000		5.00

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									94.25
3 [SICK]									169.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	27.50		27.50					
206 [POG]	1[UNUSED]	5.00		5.00					
209 [POBV]	1[UNUSED]	16.00		16.00					
TOTALS		48.50		48.50					271.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Grant ✕ 1:00 p.m - 5:00 p.m. - 5 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/24/2024

06/17/2024 - 06/23/2024 [7 days]

Report Time: 8:21:22 AM

PD011 [GORHAM, MICHAEL]

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

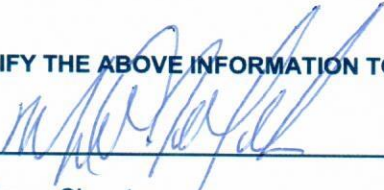
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
06/17/2024 Mon	201 [POW]	04:30PM*	12:00AM*	7.5000000		7.50
06/18/2024 Tue	201 [POW]	06:00PM*	11:00PM*	5.0000000		5.00
06/19/2024 Wed	201 [POW]	04:30PM*	12:00AM*	7.5000000		7.50
06/20/2024 Thu	201 [POW]	06:00PM*	02:00AM*	8.0000000		8.00
06/21/2024 Fri	201 [POW]	04:00PM*	07:30PM*	3.5000000		3.50
06/22/2024 Sat	201 [POW]	06:00PM*	11:00PM*	5.0000000		5.00
06/23/2024 Sun	206 [POG]	02:00PM*	06:00PM*	4.0000000		
	208 [PADJ]			16.0000000		20.00

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									94.25
3 [SICK]									169.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	36.50		36.50					
206 [POG]	1[UNUSED]	4.00		4.00					
208 [PADJ]	1[UNUSED]	16.00		16.00					
TOTALS		56.50		56.50					271.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

6-23-2024 - 4 hrs Traffic Grant.

Mike Phelan

6-10-8:30-12:30-4

6-11-8:30-12:30-4

6-12-8:30-1:00-4½

6-13-8:30-12:30-4

6-14-8:30-12:30-4

Total - 20½

Mike Phelan

6-17-8:30-12:00-3½

6-18-8:30-2:00-5½

6-19-8:30-1:00-4½

6-20-8:30-12:30-4

6-21-8:30-3:00-6½

Total - 24