

### Employee Timecard - Hourly Distribution Report

Report Date: 06/05/2023

05/29/2023 - 06/04/2023 [7 days]

Report Time: 9:51:22 AM

<b>PD011 [GORHAM, MICHAEL]</b>			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
Pay Policy	601	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/29/2023 Mon	202 [POH]				8.0000000	
	205 [POP]	10:00AM*	11:00PM*	21.00	13.0000000	
05/31/2023 Wed	205 [POP]	05:00PM*	12:00AM*	7.00	7.0000000	
06/01/2023 Thu	205 [POP]	12:00PM*	09:00PM*	9.00	9.0000000	
06/02/2023 Fri	205 [POP]	05:00PM*	11:00PM*	6.00	6.0000000	
06/03/2023 Sat	205 [POP]	07:30PM*	01:00AM*	5.50	5.5000000	
06/04/2023 Sun	206 [POG]	10:00AM*	06:00PM*			8.0000000
	205 [POP]	06:00PM*	07:00PM*	9.00	1.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									109.00
3 [SICK]					139.00	4.00			143.00
6 [FH]									8.00
202 [POH]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	41.50		41.50					
206 [POG]	1[UNUSED]		8.00	8.00					
<b>TOTALS</b>		<b>49.50</b>	<b>8.00</b>	<b>57.50</b>	<b>139.00</b>	<b>4.00</b>			<b>260.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

*Grant 8 hours - Sunday June 4, 2023*

### Employee Timecard - Hourly Distribution Report

Report Date: 06/12/2023

06/05/2023 - 06/11/2023 [7 days]

Report Time: 7:48:00 AM

<b>PD011 [GORHAM, MICHAEL]</b>			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
Pay Policy	601	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
06/05/2023 Mon	205 [POP]	08:00PM*	11:00PM*	3.00	3.0000000	
06/06/2023 Tue	205 [POP]	06:00PM*	08:00PM*	2.00	2.0000000	
06/07/2023 Wed	205 [POP]	07:30PM*	10:00PM*	2.50	2.5000000	
06/08/2023 Thu	205 [POP]	12:30PM*	07:30PM*	7.00	7.0000000	
06/09/2023 Fri	205 [POP]	08:00AM*	09:15AM*		1.2500000	
	205 [POP]	10:00AM*	06:00PM*		8.0000000	
	206 [POG]	06:00PM*	07:00PM*	10.25		1.0000000
06/10/2023 Sat	205 [POP]	05:00PM*	10:30PM*	5.50	5.5000000	
06/11/2023 Sun	206 [POG]	10:00AM*	05:00PM*			7.0000000
	208 [PADJ]			0.25	-6.7500000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									109.00
3 [SICK]									143.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	29.25		29.25					
206 [POG]	1[UNUSED]		8.00	8.00					
208 [PADJ]	1[UNUSED]	-6.75		-6.75					
<b>TOTALS</b>		<b>22.50</b>	<b>8.00</b>	<b>30.50</b>					<b>260.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

Grant - 6:00 - 7:00  
Grant 10:00 - 5:00

1 hour 6/9/2023  
7 hour 6/11/2023

### Employee Timecard - Hourly Distribution Report

Report Date: 06/05/2023

05/29/2023 - 06/04/2023 [7 days]

Report Time: 9:51:21 AM



<b>AD002 [ROESSLER, HAILEY]</b>			
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
05/29/2023 Mon	502 [TRH]			8.00	8.0000000	
05/30/2023 Tue	501 [TRW]	08:10AM*	12:00PM		3.7500000	
	501 [TRW]	01:44PM	04:32PM	6.50	2.7500000	
05/31/2023 Wed	501 [TRW]	08:06AM	12:24PM		4.5000000	
	501 [TRW]	01:44PM	04:55PM		3.2500000	
	501 [TRW]	05:51PM	08:13PM	10.25	2.5000000	
06/01/2023 Thu	501 [TRW]	08:08AM	12:17PM	4.00	4.0000000	
06/02/2023 Fri	501 [TRW]	08:08AM	09:45AM	1.50	1.5000000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									88.75
3 [SICK]						4.00			4.00
6 [FH]									8.00
7 [BREV]									
501 [TRW]	1[UNUSED]	22.25		22.25					
502 [TRH]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<b>30.25</b>		<b>30.25</b>		<b>4.00</b>			<b>100.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

*Hailey Roessler*  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Gen. Communications/Phone/Email; AP/AR Entry; HR/Timesheets  
Accruals/Distribution; Liq Licensing; Fin Comm Mtg Posting  
Prep/Minutes; BOT Mtg Prep/Publish/Post/Minutes;  
Insurance Claim; Affidavit filing/BOR Meeting Prep/  
Minutes/Filings; Bank Reconciliations, Payroll

### Employee Timecard - Hourly Distribution Report



Report Date: 06/12/2023

06/05/2023 - 06/11/2023 [7 days]

Report Time: 7:47:59 AM

<b>AD002 [ROESSLER, HAILEY]</b>			
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
06/05/2023 Mon	501 [TRW]	07:57AM	12:06PM		4.0000000	
	501 [TRW]	12:48PM	04:48PM	8.00	4.0000000	
06/06/2023 Tue	501 [TRW]	08:02AM	12:00PM		4.0000000	
	501 [TRW]	12:38PM	04:32PM	7.75	3.7500000	
06/07/2023 Wed	501 [TRW]	07:57AM	12:14PM		4.2500000	
	501 [TRW]	12:59PM	04:29PM	7.75	3.5000000	
06/08/2023 Thu	501 [TRW]	07:57AM	11:44AM		3.7500000	
	501 [TRW]	12:41PM	04:43PM	7.75	4.0000000	
06/09/2023 Fri	504 [TRV]				4.7500000	
	501 [TRW]	08:02AM	11:57AM	8.75	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]					88.75		4.75		84.00
3 [SICK]									4.00
6 [FH]									8.00
7 [BREV]									
501 [TRW]	1[UNUSED]	35.25		35.25					
504 [TRV]	1[UNUSED]	4.75		4.75					
<b>TOTALS</b>		<b>40.00</b>		<b>40.00</b>	<b>88.75</b>		<b>4.75</b>		<b>96.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Gen Comm; AP/AR; HR; Insurance; Bank, Deposits; Timesheets etc.  
Post Payroll; Park Grant; Direct Deposit Processing; Pickleball  
Prep (Soccer Nets; Met w/ Developer Iowa County; Filed  
711D Annual Report; BOT Mtg Prep

### Employee Timecard - Hourly Distribution Report

Report Date: 06/05/2023

05/29/2023 - 06/04/2023 [7 days]

Report Time: 9:51:21 AM

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

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/29/2023 Mon	502 [TRH]			8.00	8.0000000	
05/30/2023 Tue	511 [CW]	07:59AM	10:53AM		3.0000000	
	511 [CW]	11:29AM	03:30PM	7.00	4.0000000	
05/31/2023 Wed	511 [CW]	08:19AM	11:15AM*		3.0000000	
	511 [CW]	11:50AM*	02:33PM*	5.75	2.7500000	
06/01/2023 Thu	511 [CW]	07:57AM	10:52AM		2.7500000	
	511 [CW]	11:38AM	03:13PM	6.25	3.5000000	
06/02/2023 Fri	511 [CW]	08:07AM	11:59AM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.50
3 [SICK]					68.75	4.00			72.75
6 [FH]									8.00
502 [TRH]	1[UNUSED]	8.00		8.00					
511 [CW]	1[UNUSED]	23.00		23.00					
<b>TOTALS</b>		<b>31.00</b>		<b>31.00</b>	<b>68.75</b>	<b>4.00</b>			<b>135.25</b>

Water Admin = 5 Sewer Admin = 5 Dep Clerk = 21

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Maggie Johnson  
Employee Signature

x Hailey Reen  
Supervisor Signature

General : Utility payments, library/open communications, dog licenses, burn permits, cc rentals

Monday : Memorial day

Tuesday : 4th of July, processed, stuffed, stamped utility bills

Wednesday : posted utility billing, 4th of July

Thursday : Library numbers & programming, 4th of July, park & rec. agenda

Friday : posted park & rec. agenda, story time & home talent communications, 4th of July

**Employee Timecard - Hourly Distribution Report**

Report Date: 06/12/2023

06/05/2023 - 06/11/2023 [7 days]

Report Time: 7:47:59 AM

<b>AD003 [JOHNSON, MAGGIE]</b>					
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
06/05/2023 Mon	511 [CW]	07:58AM	10:55AM		3.0000000	
	511 [CW]	11:35AM	03:35PM	7.00	4.0000000	
06/06/2023 Tue	511 [CW]	07:58AM	10:45AM*		2.7500000	
	511 [CW]	11:33AM*	03:08PM*		3.7500000	
	511 [CW]	06:03PM*	09:01PM*	9.50	3.0000000	
06/07/2023 Wed	511 [CW]	07:57AM	10:51AM		2.7500000	
	511 [CW]	11:42AM	02:32PM	5.50	2.7500000	
06/08/2023 Thu	511 [CW]	07:56AM	03:00PM	7.00	7.0000000	
06/09/2023 Fri	511 [CW]	07:56AM	11:59AM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.50
3 [SICK]									72.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	33.00		33.00					
<b>TOTALS</b>		<b>33.00</b>		<b>33.00</b>					<b>135.25</b>

Dep clerk = 29 Parks = 4

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x [Signature]  
Employee Signature

x [Signature]  
Supervisor Signature

General: Utility payments, library/open gym communications, burn permits cc rentals

Monday: 4th of July, library programming

Tuesday: Prepped for park & rec. meeting 4th of July, library programming

Wednesday: park & rec. minutes, 4th of July

Thursday: Fuel schedule, connect communities survey, 4th of July

Friday: park & rec. agenda, 4th of July

### Employee Timecard - Hourly Distribution Report

Report Date: 06/05/2023

05/29/2023 - 06/04/2023 [7 days]

Report Time: 9:51:22 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/30/2023 Tue	401 [STW]	08:17AM	12:52PM	4.50	4.5000000	
05/31/2023 Wed	401 [STW]	08:13AM	12:48PM	4.50	4.5000000	
06/01/2023 Thu	401 [STW]	08:10AM	01:20PM	5.00	5.0000000	
06/02/2023 Fri	101 [PAW]	08:09AM	12:31PM	4.25	4.2500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	4.25		4.25					
401 [STW]	1[UNUSED]	14.00		14.00					
<b>TOTALS</b>		<b>18.25</b>		<b>18.25</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x *[Signature]*  
Supervisor Signature

Tues 5/30 Replace pulleys + belt on mower deck, Mowed behind REC + mowed home talent field

Wed 5/31 Mowed both ball fields, Mowed cemetery + across from church

Thurs 6/1 Mowed along HHA + office station

Fri 6/2 Mowed play ground + outside of small field  
Fence, cleaned entrance of Parkets office, sweep Multi purpose room

### Employee Timecard - Hourly Distribution Report

Report Date: 06/12/2023

06/05/2023 - 06/11/2023 [7 days]

Report Time: 7:48:00 AM



**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	Daily Total	Reg Hrs	OT Hrs
06/05/2023 Mon	611 [FMW]	08:21AM	12:30PM	4.25	4.2500000	
06/06/2023 Tue	101 [PAW]	08:13AM	12:30PM	4.25	4.2500000	
06/07/2023 Wed	401 [STW]	08:18AM	12:27PM	4.25	4.2500000	
06/08/2023 Thu	611 [FMW]	08:20AM	12:47PM	4.50	4.5000000	
06/09/2023 Fri	101 [PAW]	08:14AM	12:26PM	4.25	4.2500000	

**Summary - PW003 [JOHNSON, HARRY]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	8.50		8.50					
401 [STW]	1[UNUSED]	4.25		4.25					
611 [FMW]	1[UNUSED]	8.75		8.75					

<b>TOTALS</b>		<b>21.50</b>		<b>21.50</b>					
---------------	--	--------------	--	--------------	--	--	--	--	--

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson  
Employee Signature

X [Signature]  
Supervisor Signature

Mon 6/5 Installed soap dispenser in women's bathroom, fixed picnic tables at park

Tues 6/6 Traced both ball park infields, removed branches from right field fence, cleaned dog

Wed 6/7 Weed eaten retention pond & around village, trimmed pine trees at green shed

Thurs 6/8 cleaned mens bathroom, moped entrance at Marsh Dept office, traced small ball field, mowed dog park & dog park parking area

Fri 6/9 Removed brush from behind RCC & branches at green shed, mowed retention pond & green shed

### Employee Timecard - Hourly Distribution Report

Report Date: 06/05/2023

05/29/2023 - 06/04/2023 [7 days]

Report Time: 9:51:22 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/29/2023 Mon	602 [WAH]					4.0000000
	302 [SEH]			8.00	4.0000000	
05/30/2023 Tue	301 [SEW]	06:55AM	12:07PM		5.0000000	
	601 [WAW]	12:39PM	03:25PM	7.75	2.7500000	
05/31/2023 Wed	601 [WAW]	06:56AM	07:44AM		0.7500000	
	301 [SEW]	08:41AM	03:31PM	7.50	6.7500000	
06/01/2023 Thu	601 [WAW]	06:55AM	12:03PM		5.0000000	
	301 [SEW]	12:34PM	03:43PM	8.25	3.2500000	
06/02/2023 Fri	603 [WAS]				4.0000000	
	303 [SES]			8.00	4.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									76.00
3 [SICK]					8.00	4.00	8.00		4.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	15.00		15.00					
302 [SEH]	1[UNUSED]	4.00		4.00					
303 [SES]	1[UNUSED]	4.00		4.00					
601 [WAW]	1[UNUSED]	8.50		8.50					
602 [WAH]	1[UNUSED]	4.00		4.00					
603 [WAS]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>39.50</b>		<b>39.50</b>	<b>8.00</b>	<b>4.00</b>	<b>8.00</b>		<b>88.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X \_\_\_\_\_  
Supervisor Signature



Dale Peterson Weekly Work Log 5-29-2023

Monday 5-29-2023:

Holiday

Tuesday 5-30-2023:

Daily Labs at WWTP 2 Hours

Assist MSA with their Sludge study 1 Hour, Troubleshoot chem pump at Well 1, 2 Hours, got paperwork and testing kits ordered for bringing Well 1 online 2 Hours, Cleaned clarifiers 1 Hour.

Wednesday 6-1 -2023:

Daily Labs at WWTP 2 Hours

Troubleshoot chem pump at Well 1 2 Hours, pumped down and cleaned digesters at WWTP 2 Hours, Got lead and copper testing paperwork ready to deliver 1 Hour

Thursday 6-2-2023:

Daily Labs at WWTP 2 Hours

Labeled all Lead and copper testing bottles per address 2 Hours, Cleaned clarifiers and skimmers at WWTP 1.5, Investigated Sewer issue at 104 Wells St. and possible abandoned water service near same address 3 Hours.

Friday 5-26-2023:

Off for Dr. Appt. 8 Hours

### Employee Timecard - Hourly Distribution Report

Report Date: 06/12/2023

06/05/2023 - 06/11/2023 [7 days]

Report Time: 7:48:00 AM



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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
06/05/2023 Mon	301 [SEW]	06:55AM	12:01PM		5.0000000	
	601 [WAW]	12:32PM	03:27PM	8.00	3.0000000	
06/06/2023 Tue	601 [WAW]	06:52AM	12:07PM		5.2500000	
	301 [SEW]	12:27PM	03:31PM	8.25	3.0000000	
06/07/2023 Wed	601 [WAW]	06:55AM	11:50AM		4.7500000	
	301 [SEW]	12:20PM	03:22PM	7.75	3.0000000	
06/08/2023 Thu	301 [SEW]	06:42AM	12:06PM		5.2500000	
	601 [WAW]	12:33PM	03:30PM*	8.25	3.0000000	
06/09/2023 Fri	301 [SEW]	06:59AM	01:59PM	7.00	7.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									76.00
3 [SICK]									4.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	23.25		23.25					
601 [WAW]	1[UNUSED]	16.00		16.00					
<b>TOTALS</b>		<b>39.25</b>		<b>39.25</b>					<b>88.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

## Dale Peterson Weekly Work Log 6-5-2023

### Monday 6-5-2023:

Daily Labs at WWTP 2 Hours

Monthly Bruch pickup 3 Hours, Cut broken limbs at the park 1 Hour, Clean air diffusers at WWTP 2 Hours

### Tuesday 6-6-2023:

Daily Labs at WWTP 2 Hours

Delivered Lead and Copper sample bottles to various addresses around town for pickup tomorrow and got paperwork and shipping documents ready 4 Hours. Ordered the remaining sample kits for the year and organized documents for sampling 2 Hours.

### Wednesday 6-7 -2023:

Daily Labs at WWTP 2 Hours

Collected packed and finalized paperwork and delivered for shipping Lead and Copper Samples 3 Hours, Clean and adjusted skimmers in the clarifiers at WWTP 2 Hours, Entered data for May WW report 1 Hour.

### Thursday 6-8-2023:

Daily Labs at WWTP 2 Hours

Got Nitrate and Bacti samples pulled and shipped 1 Hour, Cleaned clarifiers and skimmers at WWTP 3 Hours, Met with Insurance Claims adjuster about incident at the ball park bleachers 1 Hour, Investigated possible abandoned water meter near 104 Wells St. 1 Hour.

### Friday 6-9-2023:

Daily Labs at WWTP 2 Hours

Cleaned the skimmers on the clarifiers 2 Hours, prepped and delivered items to Wisconsin Surplus 2 Hours, Created sampler checklists per DNR inspection report 1 Hour

### Employee Timecard - Hourly Distribution Report

Report Date: 06/05/2023

05/29/2023 - 06/04/2023 [7 days]

Report Time: 9:51:22 AM



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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/29/2023 Mon	402 [STH]				8.0000000	
	401 [STW]	09:10AM	11:10AM*	10.00	2.0000000	
05/30/2023 Tue	401 [STW]	06:55AM	12:52PM		5.7500000	
	401 [STW]	01:31PM	03:25PM	7.75	2.0000000	
05/31/2023 Wed	401 [STW]	06:55AM	11:05AM		4.0000000	
	401 [STW]	11:35AM*	03:38PM*	8.25	4.2500000	
06/01/2023 Thu	401 [STW]	06:50AM	11:20AM		4.2500000	
	101 [PAW]	11:54AM	03:51PM	8.00	3.7500000	
06/02/2023 Fri	401 [STW]	06:55AM	01:27PM	6.50	6.5000000	
06/03/2023 Sat	601 [WAW]	09:30AM	11:30AM*	2.00	2.0000000	
06/04/2023 Sun	301 [SEW]	05:29AM	07:29AM*	2.00	2.0000000	

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]					12.00	4.00			16.00
6 [FH]									8.00
101 [PAW]	1[UNUSED]	3.75		3.75					
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	28.75		28.75					
402 [STH]	1[UNUSED]	8.00		8.00					
601 [WAW]	1[UNUSED]	2.00		2.00					
<b>TOTALS</b>		<b>44.50</b>		<b>44.50</b>	<b>12.00</b>	<b>4.00</b>			<b>58.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL

Employee Signature

x [Signature]

Supervisor Signature

Weekly Work Log May 29 – June 4 2023

Braden Losby

**Monday May 29 2023:**

Weekend rounds. – 2 hours

**Tuesday May 30 2023**

Daily rounds. – 2 hours

Cleaned trough in screen room and pumped sludge. – 2 hours

Ran to mullers and farm and fleet. – 1 hour

Replaced the throttle cable on utv and set up water tank. – 3 hours

**Wednesday May 31 2023:**

Daily rounds. – 2 hours

Watered trees and gardens. – 2 hours

Changed trash at park. – 1 hour

Street swept. – 3 hours

**Thursday June 1 2023:**

Daily rounds. – 2 hours

Pushing brush back with skid steer. – 1 hour

Laying down mulch at dog park. – 2 hours

Weed burning at park behind school. – 2 hours

Working on zero turn mower. – 1 hour

**Friday June 2 2023:**

Daily rounds. – 2 hours

Street sweeping. – 2 hours

Working on weeds at park. – 2.5 hours

**Saturday June 3 2023:**

Weekend rounds. – 2 hours

**Sunday June 4 2023:**

Weekend rounds. – 2 hours

### Employee Timecard - Hourly Distribution Report

Report Date: 06/12/2023

06/05/2023 - 06/11/2023 [7 days]

Report Time: 7:48:00 AM



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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
06/05/2023 Mon	401 [STW]	06:55AM	12:00PM		5.0000000	
	401 [STW]	12:34PM	03:27PM	8.00	3.0000000	
06/06/2023 Tue	401 [STW]	06:55AM	12:30PM		5.5000000	
	401 [STW]	12:56PM	03:34PM		2.5000000	
	401 [STW]	06:27PM	07:55PM	9.50	1.5000000	
06/07/2023 Wed	401 [STW]	06:55AM	02:24PM	7.50	7.5000000	
06/08/2023 Thu	401 [STW]	06:55AM	11:58AM		5.0000000	
	401 [STW]	12:26PM	03:41PM	8.25	3.2500000	
06/09/2023 Fri	401 [STW]	06:55AM	01:26PM	6.50	6.5000000	
06/10/2023 Sat	601 [WAW]	08:37AM	10:37AM*	2.00	0.2500000	1.7500000
06/11/2023 Sun	301 [SEW]	09:07AM	11:07AM*	2.00		2.0000000

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]									16.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	39.75		39.75					
601 [WAW]	1[UNUSED]	0.25	1.75	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>3.75</b>	<b>43.75</b>					<b>58.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X   
Supervisor Signature

**Weekly Work Log June 5 – June 11 2023**

**Braden Losby**

**Monday June 5 2023:**

Daily rounds. – 2 hours

Working on digester at wwtp. – 2 hours

Working on tree removal. – 4 hours

**Tuesday June 6 2023**

Daily rounds. – 2 hours

Working on quoted for playground mulch. – 1 hour

Working on counting up the snow fence in green shed. – 1 hour

Madison run to turn in samples. – 2 hours

Watering trees and gardens. – 2 hours

Park and rec meeting. – 1.5 hours

**Wednesday June 7 2023:**

Daily rounds. – 2 hours

Working on public water samples. – 1 hour

Completing Diggers hotline class. – 2 hours

Weed eating at park. – 2 hours

**Thursday June 8 2023:**

Daily rounds. – 2 hours

Fire call. – 1.5 hours

Meeting with insurance adjuster. – 1.5 hours

Weed eating. – 2 hours

Washing vehicles. – 1 hour

**Friday June 9 2023:**

Daily rounds. – 2 hours

Taking the enclosed trailer and old generator to Wisconsin surplus. – 3 hours

Working on private driveway signs with marshal. – 1 hour

Changing trash at park. – 1 hour

**Saturday June 10 2023:**

Weekend rounds. – 2 hours

**Sunday June 11 2023:**

Weekend rounds. – 2 hours