

Summary Report.TA - No distribution

Report Date: 11/25/2025

Report Time: 4:32:59 PM

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

11/10/2025 - 11/23/2025 [14 days]

Employee	Police Wages	Reg Hours	Police (off Site Punch) 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]		76.50		-0.50			4.00				80.00
PD [Police] Total;		76.50	0.00	-0.50	0.00	0.00	4.00	0.00		0.00	80.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		76.50	0.00	-0.50	0.00	0.00	4.00	0.00		0.00	80.00
<i>Head Count:</i>											1
Grand Total:		76.50	0.00	-0.50	0.00	0.00	4.00	0.00		0.00	80.00
<i>Head Count:</i>											1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/17/2025

11/10/2025 - 11/16/2025 [7 days]

Report Time: 8:38:09 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
11/10/2025 Mon	201 [POW]	12:48PM	08:01PM	7.2500000		7.25
11/11/2025 Tue	201 [POW]	05:31PM*	10:29PM*	5.0000000		5.00
11/12/2025 Wed	201 [POW]	01:45PM*	09:06PM*	7.2500000		7.25
11/13/2025 Thu	201 [POW]	01:58PM*	08:04PM*	6.0000000		6.00
11/15/2025 Sat	201 [POW]	11:57AM	10:00PM*	10.0000000		10.00
11/16/2025 Sun	201 [POW]	03:09PM*	04:45PM*	1.5000000		1.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									4.00
3 [SICK]									70.50
6 [FH]									
201 [POW]	1[UNUSED]	37.00		37.00					
TOTALS		37.00		37.00					74.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/24/2025

11/17/2025 - 11/23/2025 [7 days]


Report Time: 7:55:35 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
11/17/2025 Mon	201 [POW]	04:04PM	12:31AM	8.5000000		8.50
11/18/2025 Tue	201 [POW]	07:30PM*	10:30PM*	3.0000000		7.00
	204 [POV]			4.0000000		
11/19/2025 Wed	201 [POW]	01:10PM	09:51PM	8.5000000		8.50
11/20/2025 Thu	201 [POW]	02:59PM	11:12PM	8.2500000		8.25
11/21/2025 Fri	201 [POW]	02:53PM	11:23PM	8.5000000		8.50
11/22/2025 Sat	201 [POW]	01:02PM*	02:45PM*	1.7500000		2.75
	201 [POW]	11:00PM*	12:04AM*	1.0000000		
11/23/2025 Sun	208 [PADJ]			-0.5000000		-0.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					4.00		4.00		
3 [SICK]									70.50
6 [FH]									
201 [POW]	1[UNUSED]	39.50		39.50					
204 [POV]	1[UNUSED]	4.00		4.00					
208 [PADJ]	1[UNUSED]	-0.50		-0.50					
TOTALS		43.00		43.00	4.00		4.00		70.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  11-25-25

Employee Signature

X _____

Supervisor Signature

Work log hours for timesheet allocations per 2025 budget

11/10-16/25								11/17-23/25								Totals							
		Reg	OT	Vacation	Holiday	Sick				Reg	OT	Vacation	Holiday	Sick				Reg	OT	Vacation	Holiday	Sick	
work								work															
Lori	hours	40.00	4.75			0.00	44.75	Lori	hours	35.00	0.00	0.00	0.00	0.00	35.00	Lori	75.00	4.75	0.00	0.00	0.00	79.75	
Dept	Percent							Dept	Percent							Dept							
C/T	85.00%	34.00	4.04	0.00	0.00	0.00		C/T	85.00%	29.75	0.00	0.00	0.00	0.00		C/T	63.75	4.04	0.00	0.00	0.00	67.79	
Election Adm	5.00%	2.00	0.24	0.00	0.00	0.00		Election Adm	5.00%	1.75	0.00	0.00	0.00	0.00		Election Adm	3.75	0.24	0.00	0.00	0.00	3.99	
SewerAdm	5.00%	2.00	0.24	0.00	0.00	0.00		SewerAdm	5.00%	1.75	0.00	0.00	0.00	0.00		SewerAdm	3.75	0.24	0.00	0.00	0.00	3.99	
WaterAdm	5.00%	2.00	0.24	0.00	0.00	0.00		WaterAdm	5.00%	1.75	0.00	0.00	0.00	0.00		WaterAdm	3.75	0.24	0.00	0.00	0.00	3.99	
work								work															
Marj	hours	36.00	0.00	0.00	0.00	0.00	36.00	Marj	hours	36.00	0.00	0.00	0.00	0.00	36.00	Marj	72	0	0	0	0	72.00	
Dept	Percent							Dept	Percent							Dept							
AdmSvs	50.00%	18.00	0.00	0.00	0.00	0.00		AdmSvs	50.00%	18.00	0.00	0.00	0.00	0.00		AdmSvs	36.00	0.00	0.00	0.00	0.00	36.00	
SewerAdm	7.50%	2.70	0.00	0.00	0.00	0.00		SewerAdm	7.50%	2.70	0.00	0.00	0.00	0.00		SewerAdm	5.40	0.00	0.00	0.00	0.00	5.40	
WaterAdm	7.50%	2.70	0.00	0.00	0.00	0.00		WaterAdm	7.50%	2.70	0.00	0.00	0.00	0.00		WaterAdm	5.40	0.00	0.00	0.00	0.00	5.40	
Park Wages	35.00%	12.60	0.00	0.00	0.00	0.00		Park Wages	35.00%	12.60	0.00	0.00	0.00	0.00		Park Wages	25.20	0.00	0.00	0.00	0.00	25.20	
work								work															
Harry	hours	17.00					17.00	Harry	hours	18.00					18.00	Harry	35						35.00
Dept	Percent							Dept	Percent							Dept							
Park	30.00%	5.10						Park	30.00%	5.40						Park	10.50		0.00	0.00	0.00	10.50	
Street	35.00%	5.95						Street	35.00%	6.30						Street	12.25		0.00	0.00	0.00	12.25	
FacMaint	35.00%	5.95						FacMaint	35.00%	6.30						FacMaint	12.25		0.00	0.00	0.00	12.25	
work								work															
Lamont	hours	40.00	11.50	0.00		0.00	51.50	Lamont	hours	40.00	2.00	0.00	0.00	0.00	42.00	Lamont	80.00	13.5				93.50	
Dept	Percent							Dept	Percent							Dept							
Streets	10.00%	4.00	0.00	0.00	0.00			Streets	10.00%	4.00	0.20	0.00	0.00	0.00		Streets	8.00	0.20	0.00	0.00	0.00	8.20	
Sewer	70.00%	28.00	0.00	0.00	0.00			Sewer	70.00%	28.00	1.40	0.00	0.00	0.00		Sewer	56.00	1.40	0.00	0.00	0.00	57.40	
Water	20.00%	8.00	11.50	0.00	0.00			Water	20.00%	8.00	0.40	0.00	0.00	0.00		Water	16.00	11.90	0.00	0.00	0.00	27.90	
work								work															
Kevin	hours	40.00	0.00	8.00		0.00	48.00	Kevin	hours	40.00	0.00	0.00	0.00	0.00	40.00	Kevin	80	0	8	0	0	88.00	
Dept	Percent							Dept	Percent							Dept							
Park	20.00%	8.00	0.00	1.60	0.00	0.00		Park	20.00%	8.00	0.00	0.00	0.00	0.00		Park	16.00	0.00	1.60	0.00	0.00	17.60	
Sewer	10.00%	4.00	0.00	0.80	0.00	0.00		Sewer	10.00%	4.00	0.00	0.00	0.00	0.00		Sewer	8.00	0.00	0.80	0.00	0.00	8.80	
Water	10.00%	4.00	0.00	0.80	0.00	0.00		Water	10.00%	4.00	0.00	0.00	0.00	0.00		Water	8.00	0.00	0.80	0.00	0.00	8.80	
Streets	60.00%	24.00	0.00	4.80	0.00	0.00		Streets	60.00%	24.00	0.00	0.00	0.00	0.00		Streets	48.00	0.00	4.80	0.00	0.00	52.80	

Time Distribution Report.LC - Allocation of hours

Report Date: 11/25/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 2:37:08 PM

11/10/2025 - 11/16/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	8.50	0.00	8.50
AD [General Admin]	511[CW]	26.25	0.00	26.25
EL [ADMIN-ELECTION]	551[ECW]	1.50	0.00	1.50
SE [Sewer]	305[SADW]	1.50	0.00	1.50
WA [Water]	605[WADW]	2.25	4.75	7.00
AD001 [PHELAN, LORI L] Total:		40.00	4.75	44.75
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	22.50	0.00	22.50
PA [Parks]	101[PAW]	9.50	0.00	9.50
SE [Sewer]	305[SADW]	2.00	0.00	2.00
WA [Water]	605[WADW]	2.00	0.00	2.00
AD005 [RINIKER, MARJORIE] Total:		36.00	0.00	36.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	15.00	0.00	15.00
PA [Parks]	101[PAW]	2.00	0.00	2.00
PW003 [JOHNSON, HARRY] Total:		17.00	0.00	17.00
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	28.50	0.00	28.50
WA [Water]	601[WAW]	11.50	11.50	23.00
PW007 [LARKINS, LAMONT] Total:		40.00	11.50	51.50
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	6.00	0.00	6.00
SE [Sewer]	301[SEW]	2.00	0.00	2.00
ST [Streets]	401[STW]	27.50	0.00	27.50
ST [Streets]	404[STV]	8.00	0.00	8.00
WA [Water]	601[WAW]	4.50	0.00	4.50
SP004 [MECKLEY, KEVIN] Total:		48.00	0.00	48.00
Grand Totals:		181.00	16.25	197.25

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/17/2025

11/10/2025 - 11/16/2025 [7 days]

Report Time: 8:38:09 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
11/10/2025 Mon	501 [TRW]	07:57AM	12:25PM	4.5000000		7.75
	501 [TRW]	01:12PM	04:37PM	3.2500000		
11/11/2025 Tue	501 [TRW]	07:57AM	11:34AM	3.5000000		11.75
	501 [TRW]	01:01PM	04:52PM	3.7500000		
	501 [TRW]	06:25PM	10:57PM	4.5000000		
11/12/2025 Wed	501 [TRW]	07:35AM	03:00PM*	7.5000000		7.50
11/13/2025 Thu	501 [TRW]	08:03AM	12:03PM	4.0000000		7.75
	501 [TRW]	01:00PM	04:38PM	3.7500000		
11/14/2025 Fri	501 [TRW]	07:57AM	12:37PM	4.5000000		4.50
11/16/2025 Sun	511 [CW]	11:56AM*	02:26PM*	0.7500000	1.7500000	5.50
	511 [CW]	06:30PM*	09:30PM*		3.0000000	

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									63.00
3 [SICK]									66.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	39.25		39.25					
511 [CW]	1[UNUSED]	0.75	4.75	5.50					
TOTALS		40.00	4.75	44.75					137.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan - Time Distribution Work Log November 10-16, 2025

Monday 11/10

- Treasurer
 - Prepare checks for board approval
- Election Admin (1 hr)
 - WisVote access
 - Update current trustee information
- Clerk
 - Timesheets
 - Review for missed punches
 - Distribution
 - Allocations

Tuesday 11/11

- Treasurer (2.5 hr)
 - Budget information/auditor
 - Timesheet entry
 - Send Budget Hearing notice for publication
- Clerk (8.25 hrs)
 - Board meeting prep
 - Board meeting (2.75 hr)
 - Payroll
- Utility Admin (1 hr)
 - Budget information

Wednesday 11/12

- Treasurer (30 min)
 - FSB Loans-requested docs for Dec meeting
 - 2026 Budget Public Hearing Notice
 - Completed
 - Send for publication
- Clerk (6.5 hr)
 - Post approved minutes
 - Draft BOT minutes
 - Brush and compost notice and post
- Election Admin (30 min)
 - Type A Notices created and posted

Thursday 11/13

- Treasurer (4 hr)
 - Process payroll
- Clerk (2.75 hr)
 - Website and social posts-Brush & compost
 - Hey311 departments, verify members
- Utility Admin (1 hr)
 - Help with ACH files

Friday 11/14

- Clerk (3.5 hr)
 - Hey311
 - Add Marj-test and verify
 - Update website
- Utility Admin (1 hr)
 - Tax Roll penalty
 - Tax Roll prepared for county

Sunday 11/16-water main break processes and communications (5 hrs)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/17/2025

11/10/2025 - 11/16/2025 [7 days]

Report Time: 8:38:09 AM

AD005 [RINIKER, MARJORIE]					
Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
11/10/2025 Mon	701 [ADSW]	07:56AM	01:41PM	5.7500000		8.00
	701 [ADSW]	02:20PM	04:35PM	2.2500000		
11/11/2025 Tue	701 [ADSW]	07:56AM	01:43PM	5.7500000		8.00
	701 [ADSW]	02:17PM	04:32PM	2.2500000		
11/12/2025 Wed	701 [ADSW]	07:57AM	12:03PM	4.0000000		8.00
	701 [ADSW]	12:35PM	04:29PM	4.0000000		
11/13/2025 Thu	701 [ADSW]	07:53AM	01:30PM	5.5000000		8.00
	701 [ADSW]	02:05PM	04:31PM	2.5000000		
11/14/2025 Fri	701 [ADSW]	07:58AM	11:59AM	4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									16.00
3 [SICK]									40.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					64.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Marj Riniker
 Employee Signature

x *Lai L. Phelan*
 Supervisor Signature

Marj Riniker

Week of

11/10/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences		1			0.25	1.25
Invoices		1	0.25	0.5		1.75
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		0.75	0.75	1.5	1.5	4.5
Social Media (create content, moniter accts, posting)		2.5	0.5	1	1.5	5.5
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	2	1.25	3.25	1.5	0.5	8.5
meetings - inperson or online						0
Clerk/treasurer			0.5	0.5		1
grant work						0
Property tax						0
Elections						0
PTO						0
Daily totals	2	6.5	5.25	5	3.75	
Admin/Deputy Totals						22.5
Park/Rec						
Event planning	5.25	0.25	2.5	0.5		8.5
Meetings/prep						0
Social Media		1				1
Daily totals	5.25	1.25	2.5	0.5	0	
Park/Rec Totals						9.5
Utility						
Billing	0.75	0.25	0.25	2.5	0.25	4
Daily totals	0.75	0.25	0.25	2.5	0.25	
Utility Totals						4
Daily totals	8	8	8	8	4	
Total hours						36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/17/2025

11/10/2025 - 11/16/2025 [7 days]

Report Time: 8:38:09 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	Reg Hrs	OT Hrs	Daily Total
11/10/2025 Mon	401 [STW]	08:07AM	12:15PM	4.2500000		4.25
11/12/2025 Wed	401 [STW]	08:06AM	12:10PM	4.2500000		4.25
11/13/2025 Thu	401 [STW]	08:01AM	12:18PM	4.2500000		4.25
11/14/2025 Fri	401 [STW]	07:57AM	12:17PM	4.2500000		4.25

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]	17.00		17.00					
TOTALS		17.00		17.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *HARRY JOHNSON*
Employee Signature

x _____
Supervisor Signature

Mon 11/10 Worked at RCC, Moped hallway floors
 Wed 11/12 worked at RCC, put up new flags at RCC, cleared out concession stand codes and turned off
 Thurs 11/13 worked on removing locker
 Fri 11/14 Tore down lockers at RCC

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/17/2025

11/10/2025 - 11/16/2025 [7 days]

Report Time: 8:38:09 AM

PW007 [LARKINS, LAMONT]					
Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
11/10/2025 Mon	301 [SEW]	05:54AM	11:30AM	5.5000000		8.00
	301 [SEW]	12:00PM	02:34PM	2.5000000		
11/11/2025 Tue	301 [SEW]	06:01AM	10:33AM	4.5000000		11.50
	301 [SEW]	11:00AM	02:43PM	3.7500000		
	301 [SEW]	06:45PM	10:03PM	3.2500000		
11/12/2025 Wed	301 [SEW]	06:56AM	12:00PM	5.0000000		7.00
	301 [SEW]	12:30PM	02:31PM	2.0000000		
11/13/2025 Thu	301 [SEW]	05:58AM	01:08PM*	7.2500000		7.25
11/14/2025 Fri	301 [SEW]	06:31AM	12:45PM	6.2500000		6.25
11/16/2025 Sun	601 [WAW]	11:56AM*	11:34PM		11.5000000	11.50

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									16.00
301 [SEW]	1[UNUSED]	40.00		40.00					
601 [WAW]	1[UNUSED]		11.50	11.50					
TOTALS		40.00	11.50	51.50					16.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log November 10-14

Monday 11/10/2025:

Water Daily Operations - 2 hours

Sewer Daily Operations - 6 hours

Tuesday 11/11/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations – 6 hours

Board Meeting – 3 hours

Wednesday 11/12/2025:

Water Daily Operations– 2 hours

Sewer Daily Operations -5 hours

Thursday 11/13/2025

Water Daily Operations -2 hours

Sewer Daily Operations, cleaning sewer plant-4.5 hours

Delivered labs samples to Lancaster- 1 hour

Friday 11/14/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations, cleaning sewer plant-3 hours

Submitted EMR – 1.5 hours

Sunday 11/16/25:

Water Main break – 11.5 hours

Monday November 10th 2025

Street sweeping – 8 hours

Tuesday November 11th 2025

Vacation day – 8 hours

Board meeting – 3 hours

Wednesday November 12th 2025

Made rounds for brush pick up – 1 hour

Hung sign at dump – 1 hour

Worked in green shed – 2 hours

Filled holes at dog park and chnged garbage – 3 hours

Worked in shop – 1 hour

Thursday November 13th 2025

Cut up tree at dog park – 3 hours

Picked up and put new tires on UTV – 3 hours

Cut chains for plow truck – 2 hours

Friday November 14th 2025

Hauled brush – 3 hours

Worked on tire chains – 3.5 hours

Sturday Nov 15 th 2025

Weekend rounds – 2 hours

Sunday Nov 16 th 2025

Weekend rounds – 2 hours

Water main break – 2 hours

Time Distribution Report.LC - Allocation of hours

Report Date: 11/25/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 4:29:22 PM

11/17/2025 - 11/23/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	4.00	0.00	4.00
AD [General Admin]	504[TRV]	4.50	0.00	4.50
AD [General Admin]	511[CW]	11.50	0.00	11.50
AD [General Admin]	514[CV]	4.50	0.00	4.50
WA [Water]	605[WADW]	10.50	0.00	10.50
AD001 [PHELAN, LORI L] Total:		35.00	0.00	35.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	25.50	0.00	25.50
PA [Parks]	101[PAW]	6.50	0.00	6.50
SE [Sewer]	305[SADW]	2.00	0.00	2.00
WA [Water]	605[WADW]	2.00	0.00	2.00
AD005 [RINIKER, MARJORIE] Total:		36.00	0.00	36.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	10.50	0.00	10.50
ST [Streets]	401[STW]	6.50	0.00	6.50
WA [Water]	601[WAW]	1.00	0.00	1.00
PW003 [JOHNSON, HARRY] Total:		18.00	0.00	18.00
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	25.00	0.00	25.00
WA [Water]	601[WAW]	15.00	2.00	17.00
PW007 [LARKINS, LAMONT] Total:		40.00	2.00	42.00
Employee: SP004 [MECKLEY, KEVIN]				
SE [Sewer]	301[SEW]	1.00	0.00	1.00
ST [Streets]	401[STW]	30.00	0.00	30.00
WA [Water]	601[WAW]	9.00	0.00	9.00
SP004 [MECKLEY, KEVIN] Total:		40.00	0.00	40.00
Grand Totals:		169.00	2.00	171.00

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/24/2025

11/17/2025 - 11/23/2025 [7 days]

Report Time: 7:55:35 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
11/17/2025 Mon	504 [TRV]			1.5000000		7.75
	511 [CW]	07:30AM*	09:59AM	2.5000000		
	511 [CW]	11:30AM*	01:48PM	2.2500000		
	514 [CV]			1.5000000		
11/18/2025 Tue	511 [CW]	09:45AM*	11:02AM	1.2500000		6.75
	501 [TRW]	01:00PM*	06:32PM	5.5000000		
11/19/2025 Wed	504 [TRV]			3.0000000		8.00
	511 [CW]	01:00PM*	03:00PM*	2.0000000		
	514 [CV]			3.0000000		
11/20/2025 Thu	511 [CW]	07:30AM*	04:15PM	8.7500000		8.75
11/21/2025 Fri	511 [CW]	07:00AM*	10:52AM	3.7500000		3.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					63.00		9.00		54.00
3 [SICK]									66.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	5.50		5.50					
504 [TRV]	1[UNUSED]	4.50		4.50					
511 [CW]	1[UNUSED]	20.50		20.50					
514 [CV]	1[UNUSED]	4.50		4.50					
TOTALS		35.00		35.00	63.00		9.00		128.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan - Time Distribution Work Log November 17-23, 2025

Monday 11/17

- Vacation 3 hrs
- Utility Admin
 - Water main break
 - Website notifications
 - Facebook updates
 - Communication with staff and VP

Tuesday 11/18

- Utility Admin (3.75 hrs)
 - Door hangers
 - PSC Complaints
 - Contact PSC for guidance
 - Contact complainants to confirm receipt
- Treasurer
 - Ascent training at Iowa County (3 hrs)

Wednesday 11/19

- Vacation (6 hrs)
- Utility Admin (2 hrs)
 - Test results-communication w/BB, LL, MR

Thursday 11/20

- Clerk
 - Travel and attend WMCA District 4 Meeting (7.75 hrs)
 - Agenda-Special BOT Meeting (1 hr)

Friday 11/21

- Clerk (2.75 hrs)
 - Social media/Brad/Marj
 - Resident request to change website subscription
- Treasurer (1 hrs)
 - Process receipts, prep for bank reconciliation

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/24/2025

11/17/2025 - 11/23/2025 [7 days]

Report Time: 7:55:35 AM

AD005 [RINIKER, MARJORIE]					
Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
11/17/2025 Mon	701 [ADSW]	07:57AM	01:29PM	5.5000000		8.00
	701 [ADSW]	02:00PM	04:29PM	2.5000000		
11/18/2025 Tue	701 [ADSW]	08:04AM	11:29AM	3.5000000		7.00
	701 [ADSW]	12:00PM	03:23PM	3.5000000		
11/19/2025 Wed	701 [ADSW]	07:57AM	04:28PM	8.5000000		8.50
11/20/2025 Thu	701 [ADSW]	07:56AM	04:28PM	8.5000000		8.50
11/21/2025 Fri	701 [ADSW]	07:53AM	11:59AM	4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									16.00
3 [SICK]									40.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					64.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *May Riner*
Employee Signature

x *Lai L. Phelan*
Supervisor Signature

Marj Riniker

Week of

11/17/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.5					0.5
Invoices	0.75		1	1		2.75
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.25	0.5	1	1.75	0.5	4
Social Media (create content, moniter accts, posting)	0.5		1.5	1.5	0.75	4.25
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	2.25	1	3.25	1	1	8.5
meetings - inperson or online		3		0.25	0.5	3.75
Clerk/treasurer				1.75		1.75
grant work						0
Property tax						0
Elections						0
PTO						0
Daily totals	4.25	4.5	6.75	7.25	2.75	
				Admin/Deputy Totals		25.5
Park/Rec						
Event planning	2	2	0.75	1		5.75
Meetings/prep						0
Social Media	0.75					0.75
Daily totals	2.75	2	0.75	1	0	
				Park/Rec Totals		6.5
Utility						
Billing	1	0.5	1	1.25	0.25	4
Daily totals	1	0.5	1	1.25	0.25	
				Utility Totals		4
Daily totals	8	7	8.5	9.5	3	
				Total hours		36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/24/2025

11/17/2025 - 11/23/2025 [7 days]

Report Time: 7:55:35 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	Reg Hrs	OT Hrs	Daily Total
11/18/2025 Tue	401 [STW]	08:09AM	12:50PM	4.5000000		4.50
11/19/2025 Wed	401 [STW]	08:01AM	12:37PM	4.5000000		4.50
11/20/2025 Thu	401 [STW]	08:02AM	12:35PM	4.5000000		4.50
11/21/2025 Fri	401 [STW]	08:00AM	12:25PM	4.5000000		4.50

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]	18.00		18.00					
TOTALS		18.00		18.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Tue 11/18 replaced christmas street light bulbs, hang boiler water notices on doors
 Wed 11/19 worked at RCC, hang christmas ornaments, finished replacing lights on christmas street lights
 Thurs 11/20 removed boards from lockers, removed nails + screws & set up, worked at RCC
 Fri 11/21 worked at RCC, blew leaves, stocked bathrooms

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/24/2025

11/17/2025 - 11/23/2025 [7 days]

Report Time: 7:55:35 AM

PW007 [LARKINS, LAMONT]					
Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
11/17/2025 Mon	301 [SEW]	05:59AM	03:19PM	9.2500000		9.25
11/18/2025 Tue	301 [SEW]	06:14AM	12:07PM	5.7500000		
	301 [SEW]	12:33PM	02:45PM	2.2500000		8.00
11/19/2025 Wed	301 [SEW]	06:27AM	11:15AM*	4.7500000		4.75
11/20/2025 Thu	301 [SEW]	06:10AM	12:00PM	5.7500000		
	301 [SEW]	12:30PM	02:47PM	2.2500000		8.00
11/21/2025 Fri	301 [SEW]	06:29AM	12:03PM	5.5000000		
	301 [SEW]	12:37PM	03:00PM	2.5000000		8.00
11/22/2025 Sat	301 [SEW]	08:43AM	10:43AM*	2.0000000		2.00
11/23/2025 Sun	601 [WAW]	09:10AM	11:10AM*		2.0000000	2.00

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									16.00
301 [SEW]	1[UNUSED]	40.00		40.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	2.00	42.00					16.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Lamont Larkins

Weekly Work Log November 17-23

Monday 11/17/2025:

Water Daily Operations - 2 hours

Water main repair -4 hours

Sewer Daily Operations - 3 hours

Tuesday 11/18/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations – 6 hours

Wednesday 11/19/2025:

Water Daily Operations– 2 hours

Sewer Daily Operations -2 hours

Deliverd sample to Lancaster- 1 hour

Thursday 11/20/2025

Water Daily Operations -2 hours

Sewer Daily Operations, cleaning sewer plant- 6 hours

Friday 11/21/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations, cleaning sewer plant- 6 hours

Saturday 11/22/2025:

System checks- 2 hours

Sunday 11/23/2025:

System checks- 2 hours

Monday November 17th 2025

Picked up brush – 3 hours

Farm N Fleet run – 1 hour

Turned water back on and cleaned up mud – 4 hours

Tuesday November 18th 2025

Picked up brush – 2 hours

Hung up boil order letters – 1 hour

Finished rebuilding tire chains – 5 hours

Wednesday November 19th 2025

Made round for brush pick up – 1 hour

Flushed hydrents – 1 hour

Did samples at treatment plant – 1 hour

Parts run – 1 hour

Hauled dirt from Well St. – 3 hours

Worked in shop – 1 hour

Thursday November 20th 2025

Picked up pumpkins – 1 hour

Took down baracades – 1 hour

Seeded gras on Well St. – 2 hours

Picked up hydrolic ram – 1 hour

Worked in shop – 3 hours

Friday November 21st 2025

Made rounds for brush pick up – 1 hour

Fixed skid steer grapple – 3 hours

Fixed road to dog park – 2 hours

Worked in shop – 2 hours