

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

Report Date: 11/11/2025

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

Report Time: 9:10:25 AM

10/27/2025 - 11/09/2025 [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
<b>LOC: 1 [Village of Ridgeway]</b>											
<b>DEPT: PD [Police]</b>											
GORHAM, MICHAEL [PD011]		70.25		-0.25			10.00				80.00
<b>PD [Police] Total:</b>		70.25	0.00	-0.25	0.00	0.00	10.00	0.00		0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		70.25	0.00	-0.25	0.00	0.00	10.00	0.00		0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>Grand Total:</b>		70.25	0.00	-0.25	0.00	0.00	10.00	0.00		0.00	80.00
<b>Head Count:</b>											<b>1</b>

**END OF REPORT**

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

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/10/2025

10/27/2025 - 11/02/2025 [7 days]

Report Time: 2:45:29 PM

<b>PD011 [GORHAM, MICHAEL]</b>					
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
10/27/2025 Mon	201 [POW]	03:28PM*	09:53PM*	6.5000000		6.50
10/28/2025 Tue	201 [POW]	10:41AM	09:09PM	10.5000000		10.50
10/29/2025 Wed	204 [POV]			3.0000000		
	201 [POW]	03:02PM*	04:58PM*	2.0000000		
	201 [POW]	09:03PM*	10:58PM*	2.0000000		7.00
10/30/2025 Thu	201 [POW]	03:13PM*	12:25AM*	9.2500000		9.25
10/31/2025 Fri	201 [POW]	05:37PM	12:06AM	6.5000000		6.50

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					14.00		3.00		11.00
3 [SICK]					66.50	4.00			70.50
6 [FH]									
201 [POW]	1[UNUSED]	36.75		36.75					
204 [POV]	1[UNUSED]	3.00		3.00					
<b>TOTALS</b>		<b>39.75</b>		<b>39.75</b>	<b>80.50</b>	<b>4.00</b>	<b>3.00</b>		<b>81.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

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

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/10/2025

11/03/2025 - 11/09/2025 [7 days]

Report Time: 8:13:33 AM

<b>PD011 [GORHAM, MICHAEL]</b>			
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
11/03/2025 Mon	201 [POW]	04:46PM	12:25AM	7.7500000		7.75
11/04/2025 Tue	201 [POW]	06:33PM	12:07AM	5.5000000		5.50
11/05/2025 Wed	201 [POW]	06:45PM*	09:21PM*	2.5000000		
	204 [POV]			7.0000000		9.50
11/06/2025 Thu	201 [POW]	01:20PM	10:08PM	9.0000000		9.00
11/07/2025 Fri	201 [POW]	05:35PM*	12:37AM*	7.0000000		7.00
11/08/2025 Sat	201 [POW]	08:00PM*	09:50PM*	1.7500000		1.75
11/09/2025 Sun	208 [PADJ]			-0.2500000		-0.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					11.00		7.00		4.00
3 [SICK]									70.50
6 [FH]									
201 [POW]	1[UNUSED]	33.50		33.50					
204 [POV]	1[UNUSED]	7.00		7.00					
208 [PADJ]	1[UNUSED]	-0.25		-0.25					
<b>TOTALS</b>		<b>40.25</b>		<b>40.25</b>	<b>11.00</b>		<b>7.00</b>		<b>74.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X  \_\_\_\_\_

Supervisor Signature

**Work log hours for timesheet allocations per 2025 budget**

10/27/25-11/02/25							11/03-09/25							Totals										
Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick						
work hours		36.75			0.00	36.75	work hours		39.25			0.00	0.00	0.00	39.25	work hours		76.00	0.00	0.00	0.00	0.00	76.00	
Lori							Lori										Lori							
Dept	Percent						Dept	Percent									Dept							
C/T	85.00%	31.24	0.00	0.00	0.00	0.00	C/T	85.00%	33.36	0.00	0.00	0.00	0.00	0.00	0.00	C/T	64.60	0.00	0.00	0.00	0.00	64.60		
SewerAdm	5.00%	1.84	0.00	0.00	0.00	0.00	SewerAdm	5.00%	1.96	0.00	0.00	0.00	0.00	0.00	0.00	SewerAdm	3.80	0.00	0.00	0.00	0.00	3.80		
Election Adm	5.00%	1.84	0.00	0.00	0.00	0.00	Election Adm	5.00%	1.96	0.00	0.00	0.00	0.00	0.00	0.00	Election Adm	3.80	0.00	0.00	0.00	0.00	3.80		
WaterAdm	5.00%	1.84	0.00	0.00	0.00	0.00	WaterAdm	5.00%	1.96	0.00	0.00	0.00	0.00	0.00	0.00	WaterAdm	3.80	0.00	0.00	0.00	0.00	3.80		
work hours		25.50	0.00	12.00		0.00	37.50	work hours		29.25			8.00	0.00	0.00	37.25	work hours		54.75	0	20	0	0	74.75
Marj							Marj									Marj								
Dept	Percent						Dept	Percent								Dept								
AdmSvs	50.00%	12.75	0.00	6.00	0.00	0.00	AdmSvs	50.00%	14.63	0.00	4.00	0.00	0.00	0.00	AdmSvs	27.38	0.00	17.00	0.00	0.00	44.38			
SewerAdm	7.50%	1.91	0.00	0.90	0.00	0.00	SewerAdm	7.50%	2.19	0.00	0.60	0.00	0.00	0.00	SewerAdm	4.11	0.00	1.50	0.00	0.00	5.61			
WaterAdm	7.50%	1.91	0.00	0.90	0.00	0.00	WaterAdm	7.50%	2.19	0.00	0.60	0.00	0.00	0.00	WaterAdm	4.11	0.00	1.50	0.00	0.00	5.61			
Park Wages	35.00%	8.93	0.00	4.20	0.00	0.00	Park Wages	35.00%	10.24	0.00	2.80	0.00	0.00	0.00	Park Wages	19.16	0.00	0.00	0.00	0.00	19.16			
work hours		19.75					19.75	work hours		20.75						20.75	work hours		40.5					40.50
Harry							Harry									Harry								
Dept	Percent						Dept	Percent								Dept								
Park	30.00%	5.93					Park	30.00%	6.23						Park	12.15		0.00	0.00	0.00	12.15			
Street	35.00%	6.91					Street	35.00%	7.26						Street	14.18		0.00	0.00	0.00	14.18			
FacMaint	35.00%	6.91					FacMaint	35.00%	7.26						FacMaint	14.18		0.00	0.00	0.00	14.18			
work hours		40.00	0.50		0.00		40.50	work hours		40.00	1.00		0.00	0.00	0.00	41.00	work hours		80.00	1.5				81.50
Lamont							Lamont								Lamont									
Dept	Percent						Dept	Percent							Dept									
Streets	10.00%	4.00	0.05	0.00	0.00		Streets	10.00%	4.00	0.10	0.00	0.00	0.00		Streets	8.00	0.15	0.00	0.00	0.00	8.15			
Sewer	70.00%	28.00	0.35	0.00	0.00		Sewer	70.00%	28.00	0.70	0.00	0.00	0.00		Sewer	56.00	1.05	0.00	0.00	0.00	57.05			
Water	20.00%	8.00	0.10	0.00	0.00		Water	20.00%	8.00	0.20	0.00	0.00	0.00		Water	16.00	0.30	0.00	0.00	0.00	16.30			
work hours		40.00	6.50			0.00	46.50	work hours		40.00	1.00		0.00	0.00	0.00	41.00	work hours		80	7.5	0	0	0	87.50
Kevin							Kevin								Kevin									
Dept	Percent						Dept	Percent							Dept									
Park	20.00%	8.00	1.30	0.00	0.00	0.00	Park	20.00%	8.00	0.20	0.00	0.00	0.00	0.00	Park	16.00	1.50	0.00	0.00	0.00	17.50			
Sewer	10.00%	4.00	0.65	0.00	0.00	0.00	Sewer	10.00%	4.00	0.10	0.00	0.00	0.00	0.00	Sewer	8.00	0.75	0.00	0.00	0.00	8.75			
Water	10.00%	4.00	0.65	0.00	0.00	0.00	Water	10.00%	4.00	0.10	0.00	0.00	0.00	0.00	Water	8.00	0.75	0.00	0.00	0.00	8.75			
Streets	60.00%	24.00	3.90	0.00	0.00	0.00	Streets	60.00%	24.00	0.60	0.00	0.00	0.00	0.00	Streets	48.00	4.50	0.00	0.00	0.00	52.50			

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

Report Date: 11/10/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 12:01:52 PM

10/27/2025 - 11/02/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	25.00	0.00	25.00
AD [General Admin]	511[CW]	6.50	0.00	6.50
EL [ADMIN-ELECTION]	551[ECW]	1.00	0.00	1.00
SE [Sewer]	305[SADW]	2.25	0.00	2.25
WA [Water]	605[WADW]	2.00	0.00	2.00
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>36.75</b>	<b>0.00</b>	<b>36.75</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	15.25	0.00	15.25
AD [General Admin]	704[ADSV]	10.20	0.00	10.20
PA [Parks]	101[PAW]	4.00	0.00	4.00
SE [Sewer]	305[SADW]	3.25	0.00	3.25
SE [Sewer]	308[SADV]	0.90	0.00	0.90
WA [Water]	605[WADW]	3.00	0.00	3.00
WA [Water]	608[WADV]	0.90	0.00	0.90
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>37.50</b>	<b>0.00</b>	<b>37.50</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	12.25	0.00	12.25
PA [Parks]	101[PAW]	7.50	0.00	7.50
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>19.75</b>	<b>0.00</b>	<b>19.75</b>
<b>Employee: PW007 [LARKINS, LAMONT]</b>				
PA [Parks]	101[PAW]	5.75	0.00	5.75
SE [Sewer]	301[SEW]	24.25	0.50	24.75
WA [Water]	601[WAW]	10.00	0.00	10.00
<b>PW007 [LARKINS, LAMONT] Total:</b>		<b>40.00</b>	<b>0.50</b>	<b>40.50</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
PA [Parks]	101[PAW]	12.75	0.00	12.75
SE [Sewer]	301[SEW]	1.00	2.00	3.00
ST [Streets]	401[STW]	25.25	2.50	27.75
WA [Water]	601[WAW]	1.00	2.00	3.00
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>40.00</b>	<b>6.50</b>	<b>46.50</b>
<b>Grand Totals:</b>		<b>174.00</b>	<b>7.00</b>	<b>181.00</b>

END OF REPORT

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

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/03/2025

10/27/2025 - 11/02/2025 [7 days]

Report Time: 8:21:48 AM

<b>AD001 [PHELAN, LORI L]</b>					
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
10/27/2025 Mon	501 [TRW]	07:57AM	12:25PM	4.500000		8.75
	501 [TRW]	01:03PM	05:09PM	4.250000		
10/28/2025 Tue	501 [TRW]	08:06AM	12:46PM	4.750000		8.00
	501 [TRW]	01:23PM	04:48PM	3.250000		
10/29/2025 Wed	501 [TRW]	08:08AM	12:10PM	4.000000		7.75
	501 [TRW]	12:58PM	04:43PM	3.750000		
10/30/2025 Thu	501 [TRW]	07:55AM	12:26PM	4.500000		8.00
	501 [TRW]	01:12PM	04:47PM	3.500000		
10/31/2025 Fri	501 [TRW]	07:57AM	12:13PM	4.250000		4.25

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]					62.75	4.00			66.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.75		36.75					
<b>TOTALS</b>		<b>36.75</b>		<b>36.75</b>	<b>62.75</b>	<b>4.00</b>			<b>137.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Lori L. Phelan*  
Employee Signature

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

## Lori Phelan - Time Distribution Work Log October 27-November 2, 2025

### Monday 10/27

- Treasurer (3.75 hr)
  - Budget/Debt verification
  - Menards tax exempt form updated
- Clerk (3.5 hr)
  - Verify/Print/distribute timesheets
  - Draft minutes/publish
  - Draft agenda BOT
- Utility Admin (1.5 hr)
  - Closed acct-reverse payment, NSF fees
  - Notice of billing customer information needed

### Tuesday 10/28

- Clerk (1 hr)
  - Timesheet allocations
  - HR personnel communications
- Election Admin (1 hr)
  - Poll worker communication/resolution/update contact info
- Treasurer (6 hrs)
  - Bank deposit-remote
  - Benefits and budgets updates
- Utility Admin
  -

### Wednesday 10/29

- Treasurer (7.25 hr)
  - Process payroll, submit 941
  - 2026 Budgets
- Clerk (30 min)
  - Timesheet allocations

### Thursday 10/30

- Treasurer (6.5 hr)
  - Budgets, levies, loan
  - FSB order event start up cash
- Clerk (1 hr)
  - Meeting agendas
- Utility Admin (30 min)
  - Payments

### Friday 10/31

- Treasurer (1.5 hr)
  - FSB-withdrawal correction, remote deposit
- Clerk (.5 hr)
  - Street use permit question/form
- Utility Admin (2.25 hr)
  - Receipting

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/03/2025

10/27/2025 - 11/02/2025 [7 days]

Report Time: 8:21:49 AM

<b>AD005 [RINIKER, MARJORIE]</b>					
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
10/27/2025 Mon	701 [ADSW]	07:59AM	01:31PM	5.5000000		8.00
	701 [ADSW]	02:07PM	04:31PM	2.5000000		
10/28/2025 Tue	701 [ADSW]	07:55AM	01:33PM	5.5000000		10.75
	701 [ADSW]	02:00PM*	04:38PM	2.7500000		
	701 [ADSW]	06:20PM	08:38PM	2.5000000		
10/29/2025 Wed	701 [ADSW]	07:57AM	02:38PM	6.7500000		6.75
10/30/2025 Thu	704 [ADSV]			8.0000000		8.00
10/31/2025 Fri	704 [ADSV]			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]					36.00		12.00		24.00
3 [SICK]					36.00	4.00			40.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	25.50		25.50					
704 [ADSV]	1[UNUSED]	12.00		12.00					
<b>TOTALS</b>		<b>37.50</b>		<b>37.50</b>	<b>72.00</b>	<b>4.00</b>	<b>12.00</b>		<b>72.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

*\*Marj Riniker*  
 Employee Signature

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

Marj Riniker

Week of

10/27/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
<b>Admin/Deputy</b>				V	V	
Licences	5	2.25	0.25	A	A	7.5
Invoices		0.75	1.5	C	C	2.25
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)				A	A	0
Social Media (create content, moniter accts, posting)	0.5	2.25		T	T	2.75
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	1	0.75	1	I	I	2.75
meetings - inperson or online				O	O	0
Clerk/treasurer				N	N	0
grant work						0
Property tax						0
Elections						0
PTO				8	4	12
<b>Daily totals</b>	6.5	6	2.75	8	4	
				<b>Admin/Deputy Totals</b>		<b>27.25</b>
<b>Park/Rec</b>						
Event planning		0.75		D	D	0.75
Meetings/prep		3.25		A	A	3.25
Social Media				Y	Y	0
<b>Daily totals</b>	0	4	0	0	0	
				<b>Park/Rec Totals</b>		<b>4</b>
<b>Utility</b>						
Billing	1.5	0.75	4			6.25
<b>Daily totals</b>	1.5	0.75	4	0	0	
				<b>Utility Totals</b>		<b>6.25</b>
<b>Daily totals</b>	8	10.75	6.75	8	4	
				<b>Total hours</b>		<b>37.5</b>

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/03/2025

10/27/2025 - 11/02/2025 [7 days]

Report Time: 8:21:49 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	Reg Hrs	OT Hrs	Daily Total
10/27/2025 Mon	401 [STW]	10:26AM	01:27PM	3.0000000		3.00
10/28/2025 Tue	401 [STW]	08:06AM	12:20PM	4.2500000		4.25
10/29/2025 Wed	401 [STW]	08:06AM	12:09PM	4.2500000		4.25
10/30/2025 Thu	401 [STW]	08:05AM	12:07PM	4.0000000		4.00
10/31/2025 Fri	401 [STW]	08:01AM	12:09PM	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]	19.75		19.75					
<b>TOTALS</b>		<b>19.75</b>		<b>19.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

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

Mon 10/27 cleaned out concession stand cooler, took to RCC  
 Tues 10/28 worked at RCC, put away concession stand pop & food  
 checked hot water heaters  
 Wed 10/29 worked at RCC, cleaned bath rooms, programmed thermostats  
 Thurs 10/30 worked at RCC, cleaned MP room & kitchen  
 Fri 10/31 pulled out ~~gym~~ mats, put away garbage cans & picnic  
 tables at park, put up snow mobile parking signs

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/03/2025

10/27/2025 - 11/02/2025 [7 days]

Report Time: 8:21:49 AM

<b>PW007 [LARKINS, LAMONT]</b>					
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
10/27/2025 Mon	301 [SEW]	06:36AM	12:27PM	6.0000000		7.75
	301 [SEW]	12:50PM	02:50PM	1.7500000		
10/28/2025 Tue	301 [SEW]	05:39AM	11:31AM	5.7500000		8.25
	301 [SEW]	12:00PM	02:33PM	2.5000000		
10/29/2025 Wed	301 [SEW]	06:02AM	11:33AM	5.5000000		8.00
	301 [SEW]	12:00PM*	02:32PM*	2.5000000		
10/30/2025 Thu	301 [SEW]	05:59AM	12:11PM	6.2500000		8.00
	301 [SEW]	12:41PM	02:32PM	1.7500000		
10/31/2025 Fri	301 [SEW]	06:30AM	12:09PM	5.7500000		8.50
	301 [SEW]	12:40PM	03:34PM	2.2500000	0.5000000	

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]					12.00	4.00			16.00
301 [SEW]	1[UNUSED]	40.00	0.50	40.50					
<b>TOTALS</b>		<b>40.00</b>	<b>0.50</b>	<b>40.50</b>	<b>12.00</b>	<b>4.00</b>			<b>16.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_  
Employee Signature

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

**Lamont Larkins**

**Weekly Work Log October 27-31**

**Monday 10/27/2025:**

Water Daily Operations - 2 hours

Sewer Daily Operations - 2 hours

Winterized Park -4 hours

**Tuesday 10/28/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations, clean-up dump – 4 hours

Winterized Park – 2 hours

**Wednesday 10/29/2025:**

Water Daily Operations– 2 hours

Sewer Daily Operations, locates -6 hours

**Thursday 10/30/2025**

Water Daily Operations -2 hours

Sewer Daily Operations, cleaning sewer plant-6 hours

**Friday 10/31/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations

Weekly Cleaning sewer plant-6 hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/03/2025

10/27/2025 - 11/02/2025 [7 days]

Report Time: 8:21:49 AM

<b>SP004 [MECKLEY, KEVIN]</b>			
Employee ID	SP004	DEPT(G2)	ST
Pay Type	3	Last Name	MECKLEY
Pay Policy	400	First Name	KEVIN

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/27/2025 Mon	401 [STW]	06:56AM	12:20PM	5.2500000		8.00
	401 [STW]	12:46PM	03:29PM	2.7500000		
10/28/2025 Tue	401 [STW]	06:55AM	12:05PM	5.0000000		9.75
	401 [STW]	12:29PM	03:27PM	3.0000000		
	401 [STW]	06:17PM	07:57PM	1.7500000		
10/29/2025 Wed	401 [STW]	06:55AM	12:00PM	5.0000000		8.75
	401 [STW]	12:24PM	02:51PM	2.2500000		
	401 [STW]	03:35PM	05:04PM	1.5000000		
10/30/2025 Thu	401 [STW]	06:56AM	12:00PM	5.0000000		8.00
	401 [STW]	12:24PM	03:29PM	3.0000000		
10/31/2025 Fri	401 [STW]	06:55AM	12:10PM	5.2500000		8.00
	401 [STW]	12:34PM	03:27PM	0.2500000	2.5000000	
11/01/2025 Sat	301 [SEW]	08:45AM	10:45AM*		2.0000000	2.00
11/02/2025 Sun	601 [WAW]	09:00AM*	11:00AM*		2.0000000	2.00

**Summary - SP004 [MECKLEY, KEVIN]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.00
3 [SICK]					36.00	4.00			40.00
6 [FH]									8.00
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					
<b>TOTALS</b>		<b>40.00</b>	<b>6.50</b>	<b>46.50</b>	<b>36.00</b>	<b>4.00</b>			<b>88.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday October 27th 2025

Hauled brush – 2 hours

Winterized park bathrooms – 4 hours

Put away cleaning supplies from park – 1 hour

---

Tuesday October 28th 2025

Hauled brush – 1 hour

Finished winterizing park – 2 hours

Meter read – 2 hours

Cleaned up the dump – 3 hours

*P+R Comm.  
Mtg 1.75 hrs*

---

Wednesday October 29th 2025

Street sweeping – 7.5 hours

Instaled bricks at memorial – 1.5 hours

---

Thursday October 30th 2025

Made rounds for brush pick up – 1 hour

Marked out and called digger hotline for snow fence – 1 hour

Street sweeping – 6 hours

---

Friday October 31st 2025

Put tables and trash cans away at park – 2 hours

Set up for boo bash – 2 hours

Street sweeping – 4 hours

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Saturday Nov. 1<sup>st</sup>

Weekend rounds – 2 hours

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Sunday Nov. 2<sup>nd</sup>

Weekend rounds – 2 hours

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

Report Date: 11/10/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 2:22:01 PM

11/03/2025 - 11/09/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	26.75	0.00	26.75
AD [General Admin]	511[CW]	10.00	0.00	10.00
SE [Sewer]	305[SADW]	1.25	0.00	1.25
WA [Water]	605[WADW]	1.25	0.00	1.25
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>39.25</b>	<b>0.00</b>	<b>39.25</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	18.00	0.00	18.00
AD [General Admin]	704[ADSV]	6.80	0.00	6.80
PA [Parks]	101[PAW]	6.25	0.00	6.25
SE [Sewer]	305[SADW]	2.50	0.00	2.50
SE [Sewer]	308[SADV]	0.60	0.00	0.60
WA [Water]	605[WADW]	2.50	0.00	2.50
WA [Water]	608[WADV]	0.60	0.00	0.60
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>37.25</b>	<b>0.00</b>	<b>37.25</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	18.25	0.00	18.25
ST [Streets]	401[STW]	2.50	0.00	2.50
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>20.75</b>	<b>0.00</b>	<b>20.75</b>
<b>Employee: PW007 [LARKINS, LAMONT]</b>				
SE [Sewer]	301[SEW]	25.00	0.00	25.00
ST [Streets]	401[STW]	3.50	0.00	3.50
WA [Water]	601[WAW]	11.50	1.00	12.50
<b>PW007 [LARKINS, LAMONT] Total:</b>		<b>40.00</b>	<b>1.00</b>	<b>41.00</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
PA [Parks]	101[PAW]	5.00	0.00	5.00
SE [Sewer]	301[SEW]	0.50	0.00	0.50
ST [Streets]	401[STW]	34.00	1.00	35.00
WA [Water]	601[WAW]	0.50	0.00	0.50
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>40.00</b>	<b>1.00</b>	<b>41.00</b>
<b>Grand Totals:</b>		<b>177.25</b>	<b>2.00</b>	<b>179.25</b>

**END OF REPORT**

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

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/10/2025

11/03/2025 - 11/09/2025 [7 days]

Report Time: 8:13:33 AM

**AD001 [PHELAN, LORI L]**

<b>Employee ID</b>	AD001	<b>DEPT(G2)</b>	AD	<b>Pay Policy</b>	500
<b>Pay Type</b>	3	<b>Last Name</b>	PHELAN	<b>First Name</b>	LORI L

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
11/03/2025 Mon	501 [TRW]	07:53AM	04:37PM	8.5000000		8.50
11/04/2025 Tue	501 [TRW]	07:57AM	12:29PM	4.5000000		
	501 [TRW]	01:13PM	04:37PM	3.2500000		7.75
11/05/2025 Wed	501 [TRW]	08:01AM	12:29PM	4.5000000		
	501 [TRW]	01:29PM*	07:05PM*	5.5000000		10.00
11/06/2025 Thu	501 [TRW]	08:00AM	12:19PM	4.2500000		
	501 [TRW]	01:01PM	04:46PM	3.7500000		8.00
11/07/2025 Fri	501 [TRW]	07:39AM	12:46PM	5.0000000		5.00

**Summary - AD001 [PHELAN, LORI L]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									63.00
3 [SICK]									66.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	39.25		39.25					
<b>TOTALS</b>		<b>39.25</b>		<b>39.25</b>					<b>137.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Lori L. Phelan*

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Lori Phelan - Time Distribution Work Log November 3-9, 2025

**Monday 11/3**

- Treasurer (7.5 hrs)
  - Interest receipts
  - Bank Reconciliations
  - 941 payment discrepancy Q3
  - Levy certifications for tax bill scenarios
- Clerk (30 min)
  - Timesheets
    - Review for missed punches
    - distribution
- Utility Admin (30 min)
  - Receipting
  - Tax roll work

**Tuesday 11/4**

- Clerk
  - Meeting agendas
  - Draft minutes
  - Send/ print payroll vouchers
  - Website updates/social posts
- Utility Admin (1 hr)
  - Customer inquiries
  - Move in/move out w/MR
    - Balance Adjustments w/MR

**Wednesday 11/5**

- Treasurer (6 hrs)
  - Budget-Loan amortizations, Tax bill samples
  - Prior month ACH, payroll reports
  - Credit card reconciliation
- Clerk (4 hrs)
  - Emails
  - Village account update
    - MG&E, Alliant energy
  - Budget Workshop packets
  - HeyGov
    - 311 inquiry, support

**Thursday 11/6**

- Treasurer (4 hr)
  - Invoices
  - Update budgets
- Clerk (3 hr)
  - Draft minutes
  - BOT Agenda
- Utility Admin (1 hr)
  - Customer file update
  - Users per service reports

**Friday 11/7**

- Treasurer (2.5 hr)
  - Budgets
  - Checks for board meeting
- Clerk (2.5 hr)
  - Staff meeting
  - BOT agenda-prepare, post/notifications

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/10/2025

11/03/2025 - 11/09/2025 [7 days]

Report Time: 8:13:33 AM

<b>AD005 [RINIKER, MARJORIE]</b>					
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
11/03/2025 Mon	704 [ADSV]			8.0000000		8.00
11/04/2025 Tue	701 [ADSW]	07:53AM	01:41PM	5.7500000		10.00
	701 [ADSW]	02:35PM	04:38PM	2.2500000		
	701 [ADSW]	06:19PM	08:15PM	2.0000000		
11/05/2025 Wed	701 [ADSW]	07:54AM	01:40PM	5.7500000		7.50
	701 [ADSW]	02:47PM	04:30PM	1.7500000		
11/06/2025 Thu	701 [ADSW]	08:01AM	01:11PM	5.2500000		7.50
	701 [ADSW]	02:14PM	04:32PM	2.2500000		
11/07/2025 Fri	701 [ADSW]	07:55AM	12:08PM	4.2500000		4.25

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					24.00		8.00		16.00
3 [SICK]									40.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	29.25		29.25					
704 [ADSV]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<b>37.25</b>		<b>37.25</b>	<b>24.00</b>		<b>8.00</b>		<b>64.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature

Marj Riniker

Week of

<b>11/3/2025</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
<b>Admin/Deputy</b>	<b>V</b>					
Licences	<b>A</b>		0.25	0.75		1
Invoices	<b>C</b>	0.5	1	2	0.25	3.75
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	<b>A</b>	1.25	1.5	1.25	0.75	4.75
Social Media (create content, moniter accts, posting)	<b>T</b>	1.5	0.75			2.25
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	<b>I</b>	2	1.5	1	1	5.5
meetings - inperson or online	<b>O</b>				0.75	0.75
Clerk/treasurer	<b>N</b>					0
grant work						0
Property tax						0
Elections						0
PTO	8					8
<b>Daily totals</b>	8	5.25	5	5	2.75	
<b>Admin/Deputy Totals</b>						<b>26</b>
<b>Park/Rec</b>						
Event planning	<b>D</b>	0.5	0.25	1	1	2.75
Meetings/prep	<b>A</b>	2.5	1			3.5
Social Media	<b>Y</b>					0
<b>Daily totals</b>	0	3	1.25	1	1	
<b>Park/Rec Totals</b>						<b>6.25</b>
<b>Utility</b>						
Billing		1.75	1.25	1.5	0.5	5
<b>Daily totals</b>	0	1.75	1.25	1.5	0.5	
<b>Utility Totals</b>						<b>5</b>
<b>Daily totals</b>	8	10	7.5	7.5	4.25	
<b>Total hours</b>						<b>37.25</b>

**Employee Timecard - LPHELAN-07/27/2015**

11/03/2025 - 11/09/2025 [7 days]

<b>PW003 [JOHNSON, HARRY]</b>			
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
11/03/2025 Mon	401 [STW]	08:04AM	12:15PM	4.2500000		4.25
11/04/2025 Tue	401 [STW]	08:04AM	12:14PM	4.2500000		4.25
11/05/2025 Wed	401 [STW]	08:02AM	12:19PM	4.2500000		4.25
11/06/2025 Thu	401 [STW]	08:09AM	12:15PM	4.0000000		4.00
11/07/2025 Fri	401 [STW]	08:02AM	12:03PM	4.0000000		4.00

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]	20.75		20.75					
<b>TOTALS</b>		<b>20.75</b>		<b>20.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
 Employee Signature

x *[Signature]*  
 Supervisor Signature

Mon 11/3 Put tables & chairs away from Bio Lab, set docks back, rolled up gym mats  
 Tues 11/4 worked at RCC, removed batteries from Halloween decorations  
 Wed 11/5 Took down decorations in Railways Mt Room  
 Thurs 11/6 Put up flag in front of RCC, took Halloween decorations to base ment, cleaned board room  
 Fri 11/7 Staff meeting, worked at RCC, sweep floors, worked at shop

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/10/2025

11/03/2025 - 11/09/2025 [7 days]

Report Time: 8:13:33 AM

<b>PW007 [LARKINS, LAMONT]</b>					
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
11/03/2025 Mon	301 [SEW]	06:00AM	11:31AM	5.5000000		8.25
	301 [SEW]	12:01PM	02:45PM	2.7500000		
11/04/2025 Tue	301 [SEW]	05:59AM	12:00PM	6.0000000		8.25
	301 [SEW]	12:30PM	02:38PM	2.2500000		
11/05/2025 Wed	301 [SEW]	05:59AM	12:06PM	6.0000000		9.50
	301 [SEW]	12:37PM	02:30PM	2.0000000		
	301 [SEW]	04:52PM	06:22PM	1.5000000		
11/06/2025 Thu	301 [SEW]	06:04AM	12:31PM	6.5000000		6.50
11/07/2025 Fri	301 [SEW]	05:59AM	10:30AM	4.5000000		4.50
11/08/2025 Sat	301 [SEW]	06:45AM	08:45AM*	2.0000000		2.00
11/09/2025 Sun	601 [WAW]	08:18AM	10:18AM*	1.0000000	1.0000000	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]	39.00		39.00					
601 [WAW]	1[UNUSED]	1.00	1.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>1.00</b>	<b>41.00</b>					<b>16.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

**Lamont Larkins**

**Weekly Work Log November 3-9**

**Monday 11/03/2025:**

Water Daily Operations - 2 hours

Sewer Daily Operations - 6 hours

**Tuesday 11/04/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations – 6 hours

Budget Meeting – 1.5 hours

**Wednesday 11/05/2025:**

Water Daily Operations– 2 hours

Sewer Daily Operations -3 hours

Snow fence, Plow truck – 3 hours

**Thursday 11/06/2025**

Water Daily Operations -2 hours

Sewer Daily Operations, cleaning sewer plant-6 hours

**Friday 11/07/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations, cleaning sewer plant-3 hours

**Saturday 11/08/25:**

System Checks- 2 hours

**Sunday 11/09/25:**

System Checks- 2 hours



### Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/10/2025

11/03/2025 - 11/09/2025 [7 days]

Report Time: 8:13:33 AM

<b>SP004 [MECKLEY, KEVIN]</b>					
Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
11/03/2025 Mon	401 [STW]	06:55AM	12:00PM	5.0000000		8.00
	401 [STW]	12:24PM	03:30PM	3.0000000		
11/04/2025 Tue	401 [STW]	06:58AM	12:10PM	5.2500000		10.00
	401 [STW]	12:36PM	03:30PM	2.7500000		
	401 [STW]	06:18PM	08:09PM	2.0000000		
11/05/2025 Wed	401 [STW]	06:57AM	12:05PM	5.0000000		8.00
	401 [STW]	12:32PM	03:29PM	3.0000000		
11/06/2025 Thu	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:26PM	03:29PM	3.0000000		
11/07/2025 Fri	401 [STW]	06:59AM	12:00PM	5.0000000		7.00
	401 [STW]	12:25PM	02:27PM	1.0000000	1.0000000	

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.00
3 [SICK]									40.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	1.00	41.00					
<b>TOTALS</b>		<b>40.00</b>	<b>1.00</b>	<b>41.00</b>					<b>88.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Monday November 3rd 2025

Hauled brush – 3 hours

Picked up garbage at park – 1 hour

Rolled up mats at CC – 1 hour

Cleaned up dump – 2 hours

Worked in the shop – 1 hour

---

Tuesday November 4th 2025

Hauled brush – 1 hour

Burned brush pile – 4 hours

Got plow ready for big truck – 2 hours

Worked in shop – 2 hours

Park N Rec meeting – 2 hours

---

Wednesday November 5th 2025

Put up snow fence for memorial – 2 hours

Got big plow truck ready – 3 hours

Instaled water meter – 1 hour

Filled pot holes – 1 hour

Worked in shop – 1 hour

---

Thursday November 6th 2025

Hauled brush – 1 hour

Street sweeping – 5 hours

Cleaned up compost and brush piles – 2 hours

---

Friday November 7th 2025

Picked up brush – 1 hour

Staff meeting – 1 hour

Street sweeping – 5 hours