

Time Distribution Report.LC - Allocation of hours

Report Date: 06/17/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:30:19 PM

06/08/2026 - 06/14/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	14.75	0.25	15.00
AD [General Admin]	511[CW]	19.00	0.00	19.00
EL [ADMIN-ELECTION]	551[ECW]	0.75	0.00	0.75
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:		40.00	0.25	40.25
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	704[ADSV]	36.00	0.00	36.00
AD005 [RINIKER, MARJORIE] Total:		36.00	0.00	36.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	6.50	0.00	6.50
PA [Parks]	101[PAW]	11.50	0.00	11.50
PW003 [JOHNSON, HARRY] Total:		18.00	0.00	18.00
Employee: PW007 [LARKINS, LAMONT]				
PA [Parks]	101[PAW]	0.75	0.00	0.75
SE [Sewer]	301[SEW]	28.12	6.25	34.37
WA [Water]	601[WAW]	11.13	2.00	13.13
PW007 [LARKINS, LAMONT] Total:		40.00	8.25	48.25
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	7.75	0.00	7.75
ST [Streets]	401[STW]	17.00	0.00	17.00
ST [Streets]	404[STV]	16.00	0.00	16.00
SP004 [MECKLEY, KEVIN] Total:		40.75	0.00	40.75
Grand Totals:		174.75	8.50	183.25

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/15/2026

06/08/2026 - 06/14/2026 [7 days]

Report Time: 8:05:43 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
06/08/2026 Mon	511 [CW]	07:42AM	03:47PM	8.0000000		8.00
06/09/2026 Tue	511 [CW]	07:51AM	12:29PM	4.7500000		
	511 [CW]	02:32PM	09:56PM	7.5000000		12.25
06/10/2026 Wed	511 [CW]	08:57AM	04:58PM	8.0000000		8.00
06/11/2026 Thu	511 [CW]	07:51AM	12:29PM	4.7500000		
	511 [CW]	01:14PM	04:32PM	3.2500000		8.00
06/12/2026 Fri	511 [CW]	07:59AM	12:07PM	3.7500000	0.2500000	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]									118.50
3 [SICK]									90.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	40.00	0.25	40.25					
TOTALS		40.00	0.25	40.25					217.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

[illegible]

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/15/2026

06/08/2026 - 06/14/2026 [7 days]

Report Time: 8:05:43 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
06/08/2026 Mon	504 [TRV]			8.0000000		8.00
06/09/2026 Tue	504 [TRV]			8.0000000		8.00
06/10/2026 Wed	504 [TRV]			8.0000000		8.00
06/11/2026 Thu	504 [TRV]			8.0000000		8.00
06/12/2026 Fri	504 [TRV]			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]					72.00		36.00		36.00
3 [SICK]									36.25
6 [FH]									8.00
504 [TRV]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00	72.00		36.00		80.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x May Riniker
Employee Signature

x Lori Z. Phelan
Supervisor Signature

Marj Riniker

Week of

6/8/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	V	V	V	V	V	0
Invoices	A	A	A	A	A	0
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	C	C	C	C	C	0
Social Media (create content, moniter accts, posting)	A	A	A	A	A	0
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	T	T	T	T	T	0
meetings - inperson or online	I	I	I	I	I	0
Clerk/treasurer	O	O	O	O	O	0
grant work	N	N	N	N	N	0
Property tax						0
Elections						0
PTO	8	8	8	8	4	36
Daily totals	8	8	8	8	4	36
Admin/Deputy Totals						36
Park/Rec						
Event work/Soc media						0
Meetings/prep						0
Daily totals	0	0	0	0	0	0
Park/Rec Totals						0
Utility						
Billing/rcptg/meters						0
Water only						0
Sewer only						0
Daily totals	0	0	0	0	0	0
Utility Totals						0
Daily totals	8	8	8	8	4	
Total hours						36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/15/2026

06/08/2026 - 06/14/2026 [7 days]

Report Time: 8:05:43 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
06/08/2026 Mon	401 [STW]	08:02AM	12:02PM	4.0000000		4.00
06/09/2026 Tue	401 [STW]	08:05AM	11:58AM	4.0000000		4.00
06/10/2026 Wed	401 [STW]	07:51AM	11:25AM	3.7500000		3.75
06/11/2026 Thu	401 [STW]	07:59AM	11:18AM	3.2500000		3.25
06/12/2026 Fri	401 [STW]	08:01AM	11:03AM	3.0000000		3.00

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]	18.00		18.00					

TOTALS

18.00

18.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Paul Miller*
Supervisor Signature

Mon 6/8 Sweep floors in all rooms and gym, worked at RCC, Moped bathroom floors & south hallway
 Tues 6/9 Worked at RCC, cleaned park and pavilion, emptied trash
 Wed 6/10 dragged to the ball fields, cleaned bathrooms at RCC
 Thurs 6/11 picked up garbage and cans at park, cleaned concession stand
 Fri 6/12 swept stairs in south entrance to RCC, cleaned park and park bathrooms

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/15/2026

06/08/2026 - 06/14/2026 [7 days]

Report Time: 8:05:43 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
06/08/2026 Mon	301 [SEW]	06:15AM	12:00PM	5.7500000		
	301 [SEW]	12:30PM	02:45PM	2.2500000		8.00
06/09/2026 Tue	301 [SEW]	05:57AM	12:20PM	6.2500000		
	301 [SEW]	12:41PM	03:10PM	2.5000000		
	301 [SEW]	06:45PM	08:57PM	2.2500000		11.00
06/10/2026 Wed	301 [SEW]	06:16AM	03:34PM	9.2500000		9.25
06/11/2026 Thu	301 [SEW]	06:06AM	12:30PM*	6.5000000		
	301 [SEW]	01:00PM*	02:36PM	1.5000000		8.00
06/12/2026 Fri	301 [SEW]	05:53AM	11:45AM	3.7500000	2.0000000	
	301 [SEW]	12:15PM	02:28PM		2.2500000	8.00
06/13/2026 Sat	301 [SEW]	07:30AM	09:30AM*		2.0000000	2.00
06/14/2026 Sun	601 [WAW]	09:19AM	11:19AM*		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
2 [VACA]									72.00
3 [SICK]									44.00
6 [FH]									
301 [SEW]	1[UNUSED]	40.00	6.25	46.25					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	8.25	48.25					116.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont

June 08-14 2026	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hrs
Water								
Weekend rounds								0
Meter replacement, Locates								0
Daily Operations	2	2	2	2	2	1	1	12
Board Meeting		1.125						1.125
Meeting								0
Miscellaneous								0
Vacation								0
Sick								0
Holiday								0
Daily totals	2	3.125	2	2	2	1	1	
Water Totals								13.125
Sewer								
Weekend rounds								0
Meter replacement, Locates								0
Daily Operations	5.25	6.75	7.25	6	6	1	1	33.25
Board Meeting		1.125						1.125
Meeting								0
Miscellaneous Jewel								0
Vacation								0
Sick								0
Holiday								0
Daily totals	5.25	7.875	7.25	6	6	1	1	
Sewer Totals								34.375
Streets								
Brush pick-up, change garbage								0
Equipment logs, shop work								0
Mowing								0
215 Main St.								0
Miscellaneous								0
Daily totals	0	0	0	0	0	0	0	
Streets Total								0
Parks								
P & R Meeting								0
Maintenance	0.75							
Garbage, clean up								0
Mowing								0
Daily totals	0.75	0	0	0	0	0	0	
Parks Total								0
Plowing								
Plow, salt and sidewalk clean-up								0
Daily totals	0	0	0	0	0	0	0	
Plowing Totals								0
Daily totals	8	11	9.25	8	8	2	2	

Total hours **47.5**

48.25

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/15/2026

06/08/2026 - 06/14/2026 [7 days]

Report Time: 8:05:44 AM

SP004 [MECKLEY, KEVIN]

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
06/08/2026 Mon	404 [STV]			8.0000000		8.00
06/09/2026 Tue	401 [STW]	07:00AM	11:30AM	4.5000000		
	401 [STW]	12:00PM	03:30PM	3.5000000		
	401 [STW]	06:45PM	08:52PM	2.0000000		10.00
06/10/2026 Wed	401 [STW]	06:50AM	11:45AM	4.7500000		
	401 [STW]	12:15PM	03:20PM	3.0000000		7.75
06/11/2026 Thu	401 [STW]	07:00AM	11:35AM	4.5000000		
	401 [STW]	12:05PM	02:30PM	2.5000000		7.00
06/12/2026 Fri	404 [STV]			8.0000000		8.00

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					44.00		16.00		28.00
3 [SICK]									52.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	24.75		24.75					
404 [STV]	1[UNUSED]	16.00		16.00					
TOTALS		40.75		40.75	44.00		16.00		88.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Time Distribution Report.LC - Allocation of hours

Report Date: 06/24/2026

Report Time: 9:37:15 AM

Primary Sort By: Employee;DEPT(G2)

06/15/2026 - 06/21/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	6.75	0.00	6.75
AD [General Admin]	511[CW]	23.50	0.00	23.50
EL [ADMIN-ELECTION]	551[ECW]	0.25	0.00	0.25
SE [Sewer]	305[SADW]	3.00	0.00	3.00
WA [Water]	605[WADW]	3.00	0.00	3.00
AD001 [PHELAN, LORI L] Total:		36.50	0.00	36.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	12.50	0.00	12.50
AD [General Admin]	705[ADSK]	11.50	0.00	11.50
PA [Parks]	101[PAW]	9.50	0.00	9.50
SE [Sewer]	305[SADW]	1.25	0.00	1.25
WA [Water]	605[WADW]	1.25	0.00	1.25
AD005 [RINIKER, MARJORIE] Total:		36.00	0.00	36.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	3.50	0.00	3.50
PA [Parks]	101[PAW]	5.00	0.00	5.00
PW003 [JOHNSON, HARRY] Total:		8.50	0.00	8.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	15.00	0.00	15.00
SE [Sewer]	304[SEV]	8.00	0.00	8.00
ST [Streets]	401[STW]	3.00	0.00	3.00
WA [Water]	601[WAW]	6.00	0.00	6.00
WA [Water]	604[WAV]	8.00	0.00	8.00
PW007 [LARKINS, LAMONT] Total:		40.00	0.00	40.00
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	10.00	0.00	10.00
SE [Sewer]	301[SEW]	9.00	0.00	9.00
ST [Streets]	401[STW]	14.00	0.00	14.00
ST [Streets]	404[STV]	8.00	0.00	8.00
WA [Water]	601[WAW]	5.00	0.00	5.00
SP004 [MECKLEY, KEVIN] Total:		46.00	0.00	46.00
Grand Totals:		167.00	0.00	167.00

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/22/2026

06/15/2026 - 06/21/2026 [7 days]

Report Time: 8:21:09 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
06/15/2026 Mon	511 [CW]	07:57AM	12:14PM	4.2500000		7.75
	511 [CW]	01:01PM	04:29PM	3.5000000		
06/16/2026 Tue	511 [CW]	07:48AM	12:01PM	4.2500000		8.50
	511 [CW]	12:40PM	04:53PM	4.2500000		
06/17/2026 Wed	511 [CW]	08:00AM	12:35PM	4.5000000		8.25
	511 [CW]	01:06PM	04:38PM	3.7500000		
06/18/2026 Thu	511 [CW]	07:52AM	12:32PM	4.7500000		8.00
	511 [CW]	01:16PM	04:34PM	3.2500000		
06/19/2026 Fri	511 [CW]	07:58AM	12:06PM	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]									118.50
3 [SICK]									90.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.50		36.50					
TOTALS		36.50		36.50					217.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

6/15-21/2026								
Clerk	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hrs
Agendas	0.25	1.5						1.75
Minutes		1						1
Licensing	1	0.5		5.25				6.75
Timesheets & allocations	0.5	0.25	1					1.75
Miscellaneous-Emails, Phone calls	2.75	1	1.75	0.75	1.5			7.75
Ordinances	0.25	0.75						1
BOT/Comm Meeting-preparation, attend, wrap up & follow up. Social media & website updates	1.5	2						3.5
Holiday								0
Vacation								0
Sick								0
								0
Daily totals	6.25	7	2.75	6	1.5	0	0	
Clerk Totals								23.5
Treasurer								
Invoices, CC receipts			1		0.25			1.25
Deposits								0
Payroll-taxes, reports, WRS, W-2	0.5		1.5					2
Bank/CC reconciliation					0.25			0.25
Property Tax								0
Miscellaneous-Bank transfers, Auditor, resident questions			2.75		0.5			3.25
Holiday								0
Vacation								0
Sick								0
Daily totals	0.5	0	5.25	0	1	0	0	
Treasurer Totals								6.75
Utility								
Customer inquiry				0.5				0.5
Billing & receipting		0.5		1.5	1			3
SEWER only-spec project								0
WATER only-spec project								0
Miscellaneous-Forms, HeyGov, Final reads, Title Co.	1	1			0.5			2.5
Daily totals	1	1.5	0	2	1.5	0	0	
Sewer total								3
Water total								3
Election								
WisVote, election admin, notices			0.25					0.25
Voter maintenance-Registrations, absentee-requests								0
Pollworkers-scheduling, training								0
Miscellaneous								0
Daily totals	0	0	0.25	0	0	0	0	
Election Totals								0.25
Daily totals	7.75	8.5	8.25	8	4	0	0	
Total hours								36.5



RIDGEWAY

208 Jarvis Street | Suite A | Ridgeway, WI 53582



Reimbursement Form

Fill out the form below completely. All receipts should be attached to the form and delivered to the clerk or emailed to clerk@ridgewaywi.gov

Date	<u>06.22.2026</u>
Budget Category	<u>Mileage</u>
Approver Name	<u>Treasurer / Board of Trustees</u>
Submitted by	<u>Lori Phelan</u>
Send Check to (name)	<u>Lori Phelan</u>
Address	<u>106 Lorraine Ct</u>
City/State/Zip	<u>Ridgeway, WI 53582</u>

Date	Trip to/from	Miles
<u>06.22.2026</u>	<u>la Cty Clerk & back-election materials</u>	<u>19.8</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
Total Miles Driven		<u>19.8</u>
(2026 IRS Mileage Rate: \$0.725) Reimbursement		<u>\$14.36</u>

Treasurer Use Only

Check Number	<u>Payroll</u>	Amount	<u>\$14.36</u>	Date	<u>7/1/26</u>
Budget Category	<u>100-00-51420-350-000</u>				

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/22/2026

06/15/2026 - 06/21/2026 [7 days]

Report Time: 8:21:09 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
06/15/2026 Mon	701 [ADSW]	07:49AM	03:29PM	7.7500000		7.75
06/16/2026 Tue	701 [ADSW]	07:53AM	03:44PM	7.7500000		
	701 [ADSW]	06:15PM*	07:45PM*	1.5000000		9.25
06/17/2026 Wed	701 [ADSW]	07:57AM	01:12PM	5.2500000		
	701 [ADSW]	02:11PM	04:30PM	2.2500000		7.50
06/18/2026 Thu	705 [ADSK]			8.0000000		8.00
06/19/2026 Fri	705 [ADSK]			3.5000000		3.50

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
3 [SICK]					36.25		11.50		24.75
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	24.50		24.50					
705 [ADSK]	1[UNUSED]	11.50		11.50					
TOTALS		36.00		36.00	36.25		11.50		68.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Marj Riniker

Week of

6/15/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences/Permits	0.25		0.25	V		0.5
Invoices	0.5	1	1	A		2.5
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.25	0.75	0.25	CA		1.25
Social Media (create content, monitor accts, posting)	0.5	1.5	0.5	T		2.5
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	2.75	2	1	I	CK	5.75
meetings - inperson or online				O		0
Clerk/treasurer				N		0
grant work				5		0
Property tax						0
Elections						0
PTO				8		8
Daily totals	4.25	5.25	3	8	3.5	24
Admin/Deputy Totals						20.5
Park/Rec						
Event work/Soc media	2.5	1.5	3			7
Meetings/prep	0.5	1.5	0.5			2.5
Daily totals	3	3	3.5	0	0	
Park/Rec Totals						9.5
Utility						
Billing/rcptg/meters	0.5	1	1			2.5
Water only						0
Sewer only						0
Daily totals	0.5	1	1	0	0	
Utility Totals						2.5
Daily totals	7.75	9.25	7.5	8	3.5	
Total hours						36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/22/2026

06/15/2026 - 06/21/2026 [7 days]

Report Time: 8:21:09 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
06/15/2026 Mon	401 [STW]	08:02AM	11:32AM	3.5000000		3.50
06/19/2026 Fri	401 [STW]	08:03AM	01:02PM	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]	8.50		8.50					

TOTALS

8.50

8.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*

Employee Signature

x *[Signature]*

Supervisor Signature

Mon 6/15 Worked at RCC, Moped floors
 Fri 6/19 Mowed park, dragged small ball field, mowed green, Volley ball area, Train depot

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/22/2026

06/15/2026 - 06/21/2026 [7 days]

Report Time: 8:21:09 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
06/15/2026 Mon	301 [SEW]	06:12AM	11:30AM	5.2500000		8.00
	301 [SEW]	12:00PM	02:42PM	2.7500000		
06/16/2026 Tue	301 [SEW]	06:58AM	12:00PM	5.0000000		8.00
	301 [SEW]	12:30PM*	03:30PM	3.0000000		
06/17/2026 Wed	301 [SEW]	06:23AM	12:00PM	5.5000000		8.00
	301 [SEW]	12:30PM	02:53PM	2.5000000		
06/18/2026 Thu	604 [WAV]			4.0000000		8.00
	304 [SEV]			4.0000000		
06/19/2026 Fri	604 [WAV]			4.0000000		8.00
	304 [SEV]			4.0000000		

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					72.00		16.00		56.00
3 [SICK]									44.00
6 [FH]									
301 [SEW]	1[UNUSED]	24.00		24.00					
304 [SEV]	1[UNUSED]	8.00		8.00					
604 [WAV]	1[UNUSED]	8.00		8.00					
TOTALS		40.00		40.00	72.00		16.00		100.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont

June 15-21 2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Water						
Weekend rounds						0
Meter replacement, Locates						0
Daily Operations	2	2	2			6
Board Meeting						0
Meeting						0
Miscellaneous						0
Vacation				4	4	8
Sick						0
Holiday						0
Daily totals	2	2	2	4	4	
Water Totals						14
Sewer						
Weekend rounds						0
Meter replacement, Locates						0
Daily Operations	6	3	6			15
Board Meeting						0
Meeting						0
Miscellaneous Jewel						0
Vacation				4	4	8
Sick						0
Holiday						0
Daily totals	6	3	6	4	4	
Sewer Totals						23
Streets						
Brush pick-up, change garbage		3				3
Equipment logs, shop work						0
Mowing						0
215 Main St.						0
Miscellaneous						0
Daily totals	0	3	0	0	0	
Streets Total						3
Parks						
P & R Meeting						0
Maintenance						
Garbage, clean up						0
Mowing						0
Daily totals	0	0	0	0	0	
Parks Total						0
Plowing						
Plow, salt and sidewalk clean-up						0
Daily totals	0	0	0	0	0	
Plowing Totals						0
Daily totals	8	8	8	8	8	
Total hours						40

Employee Timecard - LPHELAN-07/27/2015

Report Date: 06/22/2026

06/15/2026 - 06/21/2026 [7 days]

Report Time: 9:32:52 AM

SP004 [MECKLEY, KEVIN]

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
06/15/2026 Mon	404 [STV]			8.0000000		8.00
06/16/2026 Tue	401 [STW]	07:00AM	12:00PM	5.0000000		
	401 [STW]	12:30PM	03:30PM	3.0000000		8.00
06/17/2026 Wed	601 [WAW]	emergency call		1.0000000		
	301 [SEW]			1.0000000		
	401 [STW]			4.7500000		
	401 [STW]	06:40AM	11:30AM	3.2500000		10.00
06/18/2026 Thu	401 [STW]	12:00PM	03:10PM	5.2500000		
	401 [STW]	05:45AM	11:00AM	2.7500000		8.00
06/19/2026 Fri	401 [STW]	11:30AM	02:15PM	4.7500000		
	401 [STW]	06:09AM	11:00AM	3.2500000		8.00
06/20/2026 Sat	301 [SEW]	11:30AM	02:39PM	2.0000000		2.00
06/21/2026 Sun	601 [WAW]	08:46AM	10:46AM*	2.0000000		
		08:25AM	10:25AM*	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]					28.00		8.00		20.00
3 [SICK]									52.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	3.00		3.00					
401 [STW]	1[UNUSED]	32.00		32.00					
404 [STV]	1[UNUSED]	8.00		8.00					
601 [WAW]	1[UNUSED]	3.00		3.00					
TOTALS		46.00		46.00	28.00		8.00		80.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 

Employee Signature

x 

Supervisor Signature

Kevin Meckley**May 25th - May 31st 2026**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hrs
Water								
Weekend rounds						1	1	2
Meter replacement, Locates								0
Emergency call			1					1
Well house				1	1			2
Vacation								0
Sick								0
Holiday								0
Daily totals	0	0	1	1	1	1	1	
Water Totals								5
Sewer								
Weekend rounds						1	1	2
Emergency call			1					1
Fixed UV lights - Spayed weeds								0
Samples				3	3			6
Vacation								0
Sick								0
Holiday								0
Daily totals	0	0	1	3	3	1	1	
Sewer Totals								9
Streets								
Board Meeting								0
Equipment maintenance								0
Mowed								0
Shop work		2	8					10
Hauled brush		4						4
Fixed road sign								0
Burned brush pile								0
Moved tree out of road								0
Vacation	8							8
Sick								0
Holiday								0
Daily totals	8	6	8	0	0	0	0	
Streets Total								22
Parks								
P & R Meeting								0
Mowed				4				4
Weed Eating								0
Dirt and seeded sidewalk					4			
Fixed dog park fence		2						2
Sick								0
Holiday								0
Daily totals	0	2	0	4	4	0	0	
Parks Total								10
Plowing								
Plow, salt and sidewalk clean-up								0
Daily totals	0	0	0	0	0	0	0	
Plowing Totals								0
Daily totals	8	8	10	8	8	2	2	
Total hours								42

46

Work log hours for timesheet allocations per 2026 budget

06/08-14/2026

Reg OT Vacation Holiday Sick

work	hours	40.00	0.25	0.00	0.00	0.00	40.25
Lori							

Dept	Percent						
C/T	87.00%	34.80	0.22	0.00	0.00	0.00	
Election Adm	3.00%	1.20	0.01	0.00	0.00	0.00	
C/T/E Total	90.00%	36.00	0.23	0.00	0.00	0.00	
SewerAdm	5.00%	2.00	0.01	0.00	0.00	0.00	
WaterAdm	5.00%	2.00	0.01	0.00	0.00	0.00	

work	hours	0.00	0.00	36.00	0.00	0.00	36.00
Marj							

Dept	Percent						
AdmSvs	65.00%	0.00	0.00	23.40	0.00	0.00	
SewerAdm	5.00%	0.00	0.00	1.80	0.00	0.00	
WaterAdm	5.00%	0.00	0.00	1.80	0.00	0.00	
Park Wages	25.00%	0.00	0.00	9.00	0.00	0.00	

work	hours	18.00					18.00
Harry							

Dept	Percent						
Park	28.00%	5.04					
Sewer	1.00%	0.18					
Water	2.00%	0.36					
Street	43.00%	7.74					
FacMaint	26.00%	4.68					

work	hours	40.00	8.25	0.00	0.00	0.00	48.25
Lamont							

Dept	Percent						
Streets	6.00%	2.40	0.50	0.00	0.00		
Sewer	72.00%	28.80	5.94	0.00	0.00		
Water	22.00%	8.80	1.82	0.00	0.00		

work	hours	24.75	0.00	16.00	0.00	0.00	40.75
Kevin							

Dept	Percent						
Park	20.00%	4.95	0.00	3.20	0.00	0.00	
Sewer	5.00%	1.24	0.00	0.80	0.00	0.00	
Water	5.00%	1.24	0.00	0.80	0.00	0.00	
Streets	70.00%	17.33	0.00	11.20	0.00	0.00	

122.75 8.50 52.00 0.00 0.00

06/15-21/2026

Reg OT Vacation Holiday Sick

work	hours	36.50	0.00	0.00	0.00	0.00	36.50
Lori							

Dept	Percent						
C/T	87.00%	31.76	0.00	0.00	0.00	0.00	
Election Adm	3.00%	1.10	0.00	0.00	0.00	0.00	
C/T/E Total	90.00%	32.85	0.00	0.00	0.00	0.00	
SewerAdm	5.00%	1.83	0.00	0.00	0.00	0.00	
WaterAdm	5.00%	1.83	0.00	0.00	0.00	0.00	

work	hours	24.50	0.00	0.00	0.00	11.50	36.00
Marj							

Dept	Percent						
AdmSvs	65.00%	15.93	0.00	0.00	0.00	7.48	
SewerAdm	5.00%	1.23	0.00	0.00	0.00	0.58	
WaterAdm	5.00%	1.23	0.00	0.00	0.00	0.58	
Park Wages	25.00%	6.13	0.00	0.00	0.00	2.88	

work	hours	8.50					8.50
Harry							

Dept	Percent						
Park	28.00%	2.38					
Sewer	1.00%	0.09					
Water	2.00%	0.17					
Street	43.00%	3.66					
FacMaint	26.00%	2.21					

work	hours	24.00	0.00	16.00	0.00	0.00	40.00
Lamont							

Dept	Percent						
Streets	6.00%	1.44	0.00	0.96	0.00	0.00	
Sewer	72.00%	17.28	0.00	11.52	0.00	0.00	
Water	22.00%	5.28	0.00	3.52	0.00	0.00	

work	hours	38.00	0.00	8.00	0.00	0.00	46.00
Kevin							

Dept	Percent						
Park	20.00%	7.60	0.00	1.60	0.00	0.00	
Sewer	5.00%	1.90	0.00	0.40	0.00	0.00	
Water	5.00%	1.90	0.00	0.40	0.00	0.00	
Streets	70.00%	26.60	0.00	5.60	0.00	0.00	

131.50 0.00 24.00 0.00 11.50

Totals

Reg OT Vacation Holiday Sick

work	hours	76.50	0.25	0.00	0.00	0.00	76.75
Lori							

Dept	Percent						
C/T	66.56	0.22	0.00	0.00	0.00	0.00	66.77
Election Adm	2.30	0.01	0.00	0.00	0.00	0.00	2.30
C/T/E Total	68.85	0.23	0.00	0.00	0.00	0.00	69.08
SewerAdm	3.83	0.01	0.00	0.00	0.00	0.00	3.84
WaterAdm	3.83	0.01	0.00	0.00	0.00	0.00	3.84

work	hours	24.5	0	36	0	11.50	72.00
Marj							

Dept	Percent						
AdmSvs	15.93	0.00	23.40	0.00	7.48	46.80	
SewerAdm	1.23	0.00	1.80	0.00	0.58	3.60	
WaterAdm	1.23	0.00	1.80	0.00	0.58	3.60	
Park Wages	6.13	0.00	9.00	0.00	2.88	18.00	

work	hours	26.5					26.50
Harry							

Dept	Percent						
Park	7.42		0.00	0.00	0.00	7.42	
Sewer	0.27		0.00	0.00	0.00	0.27	
Water	0.53		0.00	0.00	0.00	0.53	
Street	11.40		0.00	0.00	0.00	11.40	
FacMaint	6.89		0.00	0.00	0.00	6.89	

work	hours	64.00	8.25	16	0	0	88.25
Lamont							

Dept	Percent						
Streets	3.84	0.50	0.96	0.00	0.00	5.30	
Sewer	46.08	5.94	11.52	0.00	0.00	63.54	
Water	14.08	1.82	3.52	0.00	0.00	19.42	

work	hours	62.75	0	24	0	0	86.75
Kevin							

Dept	Percent						
Park	12.55	0.00	4.80	0.00	0.00	17.35	
Sewer	3.14	0.00	1.20	0.00	0.00	4.34	
Water	3.14	0.00	1.20	0.00	0.00	4.34	
Streets	43.93	0.00	16.80	0.00	0.00	60.73	

254.25 8.50 76.00 0.00 11.50