

**Time Distribution Report.LC - Payroll Entry for time distribution**

Report Date: 12/13/2023

Primary Sort By: Employee

Report Time: 9:05:53 AM

11/27/2023 - 12/10/2023 [14 days]

Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>			
301[SEW]	1.75	0.00	1.75
305[SADW]	2.00	0.00	2.00
501[TRW]	29.75	0.00	29.75
511[CW]	18.50	0.00	18.50
601[WAW]	1.75	0.00	1.75
605[WADW]	2.00	0.00	2.00
<b>AD001 [PHELAN, LORI L] Total:</b>	<b>55.75</b>	<b>0.00</b>	<b>55.75</b>
<b>Employee: AD003 [JOHNSON, MAGGIE]</b>			
511[CW]	14.75	0.00	14.75
<b>AD003 [JOHNSON, MAGGIE] Total:</b>	<b>14.75</b>	<b>0.00</b>	<b>14.75</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>			
401[STW]	7.00	0.00	7.00
611[FMW]	27.25	0.00	27.25
<b>PW003 [JOHNSON, HARRY] Total:</b>	<b>34.25</b>	<b>0.00</b>	<b>34.25</b>
<b>Employee: PW005 [PETERSON, DALE]</b>			
301[SEW]	40.75	0.00	40.75
303[SES]	4.00	0.00	4.00
401[STW]	16.00	0.00	16.00
601[WAW]	18.25	0.00	18.25
603[WAS]	4.00	0.00	4.00
<b>PW005 [PETERSON, DALE] Total:</b>	<b>83.00</b>	<b>0.00</b>	<b>83.00</b>
<b>Employee: SP003 [LOSBY, BRADEN]</b>			
301[SEW]	9.00	0.00	9.00
401[STW]	53.75	5.75	59.50
403[STS]	12.00	0.00	12.00
601[WAW]	12.00	0.00	12.00
<b>SP003 [LOSBY, BRADEN] Total:</b>	<b>86.75</b>	<b>5.75</b>	<b>92.50</b>
<b>Grand Totals:</b>	<b>274.50</b>	<b>5.75</b>	<b>280.25</b>

END OF REPORT

**Time Distribution Report.LC - Payroll Entry for time distribution**

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

Report Date: 12/04/2023

11/27/2023 - 12/03/2023 [7 days]

Report Time: 9:26:49 AM

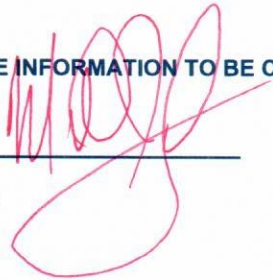
<b>PD011 [GORHAM, MICHAEL]</b>			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
		Pay Policy	601
		First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
11/27/2023 Mon	201 [POW]	08:00PM*	12:00AM*	4.00	4.0000000	
11/28/2023 Tue	201 [POW]	02:30PM*	06:30PM*	4.00	4.0000000	
11/29/2023 Wed	201 [POW]	01:00PM*	11:00PM*	10.00	10.0000000	
11/30/2023 Thu	204 [POV]			8.00		8.0000000
12/01/2023 Fri	201 [POW]	07:00PM*	09:00PM*	2.00	2.0000000	
12/02/2023 Sat	201 [POW]	09:30AM*	11:30AM*	2.00	2.0000000	
	201 [POW]	06:00PM*	12:00AM*	8.00	6.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					65.00		8.00		57.00
3 [SICK]					155.00	4.00			159.00
6 [FH]									
201 [POW]	1[UNUSED]	28.00		28.00					
204 [POV]	1[UNUSED]		8.00	8.00					
<b>TOTALS</b>		<b>28.00</b>	<b>8.00</b>	<b>36.00</b>	<b>220.00</b>	<b>4.00</b>	<b>8.00</b>		<b>216.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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



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

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

Report Date: 12/12/2023

12/04/2023 - 12/10/2023 [7 days]

Report Time: 8:07:34 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
12/04/2023 Mon	201 [POW]	07:00PM*	11:30PM*	4.50	4.5000000	
12/05/2023 Tue	201 [POW]	11:30AM*	01:00AM*	13.50	13.5000000	
12/06/2023 Wed	201 [POW]	10:00AM*	12:00PM*	2.00	2.0000000	
12/07/2023 Thu	205 [POP]	08:00AM*	10:00AM*	2.00	2.0000000	
12/08/2023 Fri	205 [POP]	10:00AM*	01:00PM*	3.00	3.0000000	
12/09/2023 Sat	204 [POV]					8.0000000
	201 [POW]	07:00PM*	11:00PM*	12.00	4.0000000	
12/10/2023 Sun	208 [PADJ]			15.00	15.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					57.00			8.00	49.00
3 [SICK]									159.00
6 [FH]									
201 [POW]	1[UNUSED]	24.00		24.00					
204 [POV]	1[UNUSED]		8.00	8.00					
205 [POP]	1[UNUSED]	5.00		5.00					
208 [PADJ]	1[UNUSED]	15.00		15.00					
<b>TOTALS</b>		<b>44.00</b>	<b>8.00</b>	<b>52.00</b>	<b>57.00</b>		<b>8.00</b>		<b>208.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/04/2023

11/27/2023 - 12/03/2023 [7 days]

Report Time: 9:26:49 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	Daily Total	Reg Hrs	OT Hrs
11/27/2023 Mon	401 [STW]	08:01AM	11:42AM	3.75	3.7500000	
11/28/2023 Tue	401 [STW]	08:02AM	12:07PM	4.00	4.0000000	
11/29/2023 Wed	401 [STW]	08:03AM	11:57AM	4.00	4.0000000	
11/30/2023 Thu	401 [STW]	08:02AM	12:40PM	4.75	4.7500000	
12/01/2023 Fri	401 [STW]	08:05AM	11:51AM	3.75	3.7500000	

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]	20.25		20.25					
<b>TOTALS</b>		<b>20.25</b>		<b>20.25</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson  
Employee Signature

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

Mon 11/27 opened RCC, got mail, plowed handicap area at RCC, plowed dog park parking lot, plowed Village green parking lot, loaded Peterbilt with salt

Tues 11/28 opened RCC, got mail, started cleaning Golden room, glued floor tiles in golden room

Wed 11/29 Replaced light bulbs in mens bathroom, worked on golden room

Thurs 11/30 Took chairs from golden room to basement, helped put up christmas lights on Main St., helped put salt on F-550 plow truck

Fri 12/1 opened RCC, got mail, emptied garbage at RCC, stocked bathrooms, cleared leaves from Keane St. with skid steer

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/12/2023

12/04/2023 - 12/10/2023 [7 days]

Report Time: 8:07:35 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
12/04/2023 Mon	401 [STW]	08:04AM	11:08AM	3.25	3.2500000	
12/05/2023 Tue	401 [STW]	08:02AM	10:12AM	2.25	2.2500000	
12/06/2023 Wed	401 [STW]	08:04AM	11:36AM	3.50	3.5000000	
12/07/2023 Thu	401 [STW]	07:55AM	10:33AM	2.50	2.5000000	
12/08/2023 Fri	401 [STW]	07:55AM	10:32AM	2.50	2.5000000	

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]	14.00		14.00					
<b>TOTALS</b>		<b>14.00</b>		<b>14.00</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

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

Mon 12/4 opened RCC, got mail, shoveled side walks, plowed Village green, park area, turned off cooler in concession stand  
 12/5 Tues opened RCC, got mail, plowed sidewalks + handicapped areas, emptied garbage at shop  
 12/6 Wed opened RCC, got mail, took down bullit in boards in upstairs rooms  
 12/7 Thurs opened RCC, got mail, scraped & sweep floor in golden room  
 12/8 Fri put down gym mats & swept gym mats, opened RCC got mail

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

Report Date: 12/04/2023

11/27/2023 - 12/03/2023 [7 days]

Report Time: 9:26:49 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
11/28/2023 Tue	511 [CW]	04:37PM	06:59PM	2.50	2.5000000	
11/29/2023 Wed	511 [CW]	04:35PM	06:45PM	2.25	2.2500000	
11/30/2023 Thu	511 [CW]	04:44PM	06:10PM	1.50	1.5000000	
12/03/2023 Sun	511 [CW]	01:37PM	03:54PM	2.50	2.5000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
511 [CW]	1[UNUSED]	8.75		8.75					
<b>TOTALS</b>		<b>8.75</b>		<b>8.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature

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

Report Date: 12/12/2023

12/04/2023 - 12/10/2023 [7 days]

Report Time: 8:07:34 AM

**AD003 [JOHNSON, MAGGIE]**

<b>Employee ID</b>	AD003	<b>DEPT(G2)</b>	DC	<b>Pay Policy</b>	550
<b>Pay Type</b>	3	<b>Last Name</b>	JOHNSON	<b>First Name</b>	MAGGIE

**Time Card**

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/04/2023 Mon	511 [CW]	07:36PM	08:00PM	0.50	0.5000000	
12/05/2023 Tue	511 [CW]	04:35PM	06:32PM	2.00	2.0000000	
12/06/2023 Wed	511 [CW]	04:35PM	06:50PM	2.25	2.2500000	
12/08/2023 Fri	511 [CW]	07:09PM	08:07PM	0.75	0.7500000	
12/09/2023 Sat	511 [CW]	08:07AM	08:30AM	0.50	0.5000000	

**Summary - AD003 [JOHNSON, MAGGIE]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
511 [CW]	1[UNUSED]	6.00		6.00					
<b>TOTALS</b>		<b>6.00</b>		<b>6.00</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature

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

Report Date: 12/04/2023

11/27/2023 - 12/03/2023 [7 days]

Report Time: 9:26:49 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
11/27/2023 Mon	401 [STW]	06:56AM	12:03PM		5.0000000	
	401 [STW]	12:38PM	03:30PM*	7.75	2.7500000	
11/28/2023 Tue	403 [STS]				4.0000000	
	401 [STW]	06:58AM	11:31AM	8.50	4.5000000	
11/29/2023 Wed	403 [STS]			8.00	8.0000000	
11/30/2023 Thu	401 [STW]	06:55AM	12:06PM*		5.0000000	
	401 [STW]	12:26PM*	03:19PM*	7.75	2.7500000	
12/01/2023 Fri	401 [STW]	06:57AM	03:28PM	8.50	8.5000000	
12/02/2023 Sat	401 [STW]	11:16AM	01:16PM*	2.00	2.0000000	
12/03/2023 Sun	401 [STW]	07:50AM	11:57AM	4.25	4.2500000	

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									6.25
3 [SICK]					27.75	4.00	12.00		19.75
6 [FH]									
7 [BREV]									
401 [STW]	1[UNUSED]	34.75		34.75					
403 [STS]	1[UNUSED]	12.00		12.00					
<b>TOTALS</b>		<b>46.75</b>		<b>46.75</b>	<b>27.75</b>	<b>4.00</b>	<b>12.00</b>		<b>26.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BV

Employee Signature

x [Signature]

Supervisor Signature

Streets - 28.50  
 Plowing - 6.25  
 Sewer - 6.00  
 Water - 6.00  
46.75



**Weekly Work Log November 27 – December 3 2023**

**Braden Losby**

**Monday November 27 2023:**

Daily rounds. – 2 hours

Plowing and salting. – 4 hours

Menards run for sheets of osb. – 2 hours

**Tuesday November 28 2023:**

Daily rounds. – 2 hours

Meter reads. – 2 hours

**Wednesday November 29 2023:**

Out sick. – 8 hours

**Thursday November 30 2023:**

Daily rounds. – 2 hours

Moving stuff to green shed. – 1 hour

Putting up Christmas decorations. – 1 hour

Putting salter in baby dump. – 3 hours

Working on salt records. – 1 hour

**Friday December 1 2023:**

Daily rounds. – 2 hours

Training seminar. – 6 hours

**Saturday December 2 2023:**

Weekend rounds. – 2 hours

**Sunday December 3 2023:**

Weekend rounds and snow plowing. – 4 hours

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

Report Date: 12/12/2023

12/04/2023 - 12/10/2023 [7 days]

Report Time: 9:21:39 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
12/04/2023 Mon	401 [STW]	06:57AM	11:52AM		4.7500000	
	401 [STW]	12:30PM	03:31PM	7.75	3.0000000	
12/05/2023 Tue	401 [STW]	06:55AM	12:12PM		5.2500000	
	401 [STW]	12:35PM	03:31PM		2.7500000	
	401 [STW]	06:57PM	08:34PM	9.50	1.5000000	
12/06/2023 Wed	401 [STW]	06:55AM	12:06PM		5.0000000	
	401 [STW]	12:50PM	03:30PM*	7.75	2.7500000	
12/07/2023 Thu	401 [STW]	06:55AM	11:35AM		4.5000000	
	401 [STW]	12:13PM	03:30PM	7.75	3.2500000	
12/08/2023 Fri	401 [STW]	06:55AM	01:53PM	7.00	7.0000000	
12/09/2023 Sat	401 [STW]	09:00AM	11:00AM*		0.2500000	1.7500000
	401 [STW]	03:45PM*	05:45PM*	4.00		2.0000000
12/10/2023 Sun	401 [STW]	10:56AM	12:56PM*	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]									6.25
3 [SICK]									19.75
6 [FH]									
7 [BREV]									
401 [STW]	1[UNUSED]	40.00	5.75	45.75					
<b>TOTALS</b>		<b>40.00</b>	<b>5.75</b>	<b>45.75</b>					<b>26.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X   
Supervisor Signature

Streets - 27.0 OT 5.75  
 - Plowing 4.0  
 Sewer 3.0  
 Water 6.0  
 40.0      5.75 = 45.75

Weekly Work Log December 4 – December 10 2023

Braden Losby

**Monday December 4 2023:**

Daily rounds. – 2 hours

Plowing. – 4 hours

Working on utv. – 2 hours

**Tuesday December 5 2023:**

Daily rounds. – 2 hours

Replacing curb box. – 4 hours

Working on cleaning shop. – 2 hours

Board meeting. – 2 hours

**Wednesday December 6 2023:**

Daily rounds. – 2 hours

Working on welding racking for the shop. – 3 hours

Burning brush. – 2 hours

Farm and fleet run. – 1 hour

**Thursday December 7 2023:**

Daily rounds. – 2 hours

Working on street shop. – 2 hours

Pushing back brush. – 1 hour

Changing trash. – 2 hours

Checking lift stations. – 1 hour

**Friday December 8 2023:**

Daily rounds. – 2 hours

Working on plow trucks. – 3 hours

Getting ready for parade. – 1 hour

**Saturday December 9 2023:**

Weekend rounds. – 2 hours

Holliday parade. – 2 hours

**Sunday December 10 2023:**

Weekend rounds and moving stuff from the silent auction. – 2 hours

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

Report Date: 12/04/2023

11/27/2023 - 12/03/2023 [7 days]

Report Time: 9:26:49 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
11/27/2023 Mon	301 [SEW]	06:54AM	02:54PM	8.00	8.0000000	
11/28/2023 Tue	603 [WAS]				4.0000000	
	303 [SES]			8.00	4.0000000	
11/29/2023 Wed	301 [SEW]	06:58AM	12:00PM		5.0000000	
	301 [SEW]	12:27PM	03:24PM	8.00	3.0000000	
11/30/2023 Thu	301 [SEW]	06:55AM	12:32PM*		5.5000000	
	301 [SEW]	01:14PM*	03:24PM	7.75	2.2500000	
12/01/2023 Fri	301 [SEW]	06:49AM	03:28PM	8.75	8.7500000	
12/03/2023 Sun	401 [STW]	09:02AM*	11:55AM	3.00	3.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									3.00
3 [SICK]					12.00	4.00	8.00		8.00
6 [FH]									
301 [SEW]	1[UNUSED]	32.50		32.50					
303 [SES]	1[UNUSED]	4.00		4.00					
401 [STW]	1[UNUSED]	3.00		3.00					
603 [WAS]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>43.50</b>		<b>43.50</b>	<b>12.00</b>	<b>4.00</b>	<b>8.00</b>		<b>11.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Water - 18.75  
 Sewer - 18.75  
 Streets - 3.00  
 Plowing - 3.00  
43.50

Dale Peterson Weekly Work Log 11-27-2023

RECEIVED  
DEC 04 2023  
Village of Ridgeway

Monday 11-27-2023:

Daily Labs at WWTP 2 Hours

Met with inspector for Upcoming Reservoir inspection 2 Hours, Cleaned up corners and salted trouble spots 4 Hours.

Tuesday 11-28-2023:

8 Hours sick

Wednesday 11-29-2023:

Daily Labs at WWTP 2 Hours

Checking and refilling Well 1 Reservoir 2 Hours, Contacted and consulted resident with high water consumption 1 Hour, Cleaned screen and Clarifiers 3 Hours.

Thursday: 11-30-2023:

Daily Labs at WWTP 2 Hours

Verified outflow of Collins St Lift Station 1 Hour, Hung Christmas Lights 1Hour, Installed baby dump salter etc 4 Hours.

Friday 12-1-2023:

Daily Labs at WWTP 2 Hours

Town and Country Engineering annual public works seminar 6.75 Hours

Sunday 12-3-2023

Street Plowing 3 Hours

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

Report Date: 12/12/2023

12/04/2023 - 12/10/2023 [7 days]

Report Time: 8:07:35 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
12/04/2023 Mon	301 [SEW]	06:55AM	11:52AM		4.7500000	
	301 [SEW]	12:26PM	03:26PM	7.75	3.0000000	
12/05/2023 Tue	301 [SEW]	06:53AM	12:19PM		5.2500000	
	301 [SEW]	12:46PM	03:26PM		2.7500000	
	301 [SEW]	06:52PM	08:18PM	9.50	1.5000000	
12/06/2023 Wed	301 [SEW]	06:57AM	12:56PM	6.00	6.0000000	
12/07/2023 Thu	301 [SEW]	06:54AM	11:31AM*		4.5000000	
	301 [SEW]	12:02PM*	03:21PM	7.75	3.2500000	
12/08/2023 Fri	301 [SEW]	06:53AM	01:37PM	6.50	6.5000000	
12/09/2023 Sat	301 [SEW]	04:11PM	06:14PM	2.00	2.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									3.00
3 [SICK]									8.00
6 [FH]									
301 [SEW]	1[UNUSED]	39.50		39.50					
<b>TOTALS</b>		<b>39.50</b>		<b>39.50</b>					<b>11.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

Sewer 26.0  
Water 8.0  
Streets 2.0  
- Plowing 3.5  
39.5

Dale Peterson Weekly Work Log 12-4-2023

Monday 12-4-2023:

Daily Labs at WWTP 2 Hours

Cleaned up snow 1 Hour, Ordered supplies 1 Hour, submitted monthly water report to DNR 2 Hours, Cleaned skimmers at WWTP 2 Hours

Tuesday 12-5-2023:

Daily Labs at WWTP 2 Hours

Repaired/replaced curb box at 113 Keane St, 4 Hours, Adjusted wasting and did calculations for winter operations 2 Hours. Board Meeting 1.5 Hours.

Wednesday 12-6-2023:

Daily Labs at WWTP 2 Hours

Completed monthly Wastewater Report 2 Hours, Checked on USDA fiscal 2022 report and forwarded to Delta 3 1 Hour, Cleaned screen 1 Hour.

Thursday: 12-7-2023:

Daily Labs at WWTP 2 Hours

Cleaned Screen at WWTP 2 Hours, Cleaned skimmer and Clarifiers 2 Hours, Cleaned Street shop 2 Hours

Friday 12-8-2023:

Daily Labs at WWTP 2 Hours

Parade prep 2 Hours, Emptied salt and washed trucks 2.5 Hours

Saturday 12-9-2023

Parade Traffic Control 2 Hours



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

Report Date: 12/04/2023

11/27/2023 - 12/03/2023 [7 days]

Report Time: 9:26:50 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	Daily Total	Reg Hrs	OT Hrs
11/27/2023 Mon	501 [TRW]	08:01AM	01:00PM		5.0000000	
	501 [TRW]	02:01PM	05:11PM	8.25	3.2500000	
11/28/2023 Tue	501 [TRW]	03:31PM	06:27PM	3.00	3.0000000	
11/29/2023 Wed	501 [TRW]	07:08AM	02:45PM*		7.5000000	
	501 [TRW]	03:29PM	06:40PM	10.75	3.2500000	
12/01/2023 Fri	501 [TRW]	03:08PM	05:13PM	2.00	2.0000000	
12/02/2023 Sat	501 [TRW]	12:59PM	04:50PM	3.75	3.7500000	

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
501 [TRW]	1[UNUSED]	27.75		27.75					
<b>TOTALS</b>		<b>27.75</b>		<b>27.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan  
Employee Signature

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

Clerk - 12.00  
Treas - 12.25  
Secy Adm - 1.75  
Water Adm - 1.75  
27.75

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

Report Date: 12/12/2023

12/04/2023 - 12/10/2023 [7 days]

Report Time: 8:07:35 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	Daily Total	Reg Hrs	OT Hrs
12/04/2023 Mon	501 [TRW]	08:02AM	02:11PM		6.2500000	
	501 [TRW]	02:49PM	07:28PM	11.00	4.7500000	
12/05/2023 Tue	501 [TRW]	04:30PM	09:06PM	4.50	4.5000000	
12/06/2023 Wed	501 [TRW]	07:02AM	12:30PM		5.5000000	
	501 [TRW]	01:29PM	06:27PM	10.50	5.0000000	
12/08/2023 Fri	501 [TRW]	03:20PM	05:13PM	2.00	2.0000000	

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
501 [TRW]	1[UNUSED]	28.00		28.00					
<b>TOTALS</b>		<b>28.00</b>		<b>28.00</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *L. Phelan*

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Clerk - 6.5  
 Treas - 17.5  
 Sew Ad. - 2.0  
 Det Ad. - 2.0  
28.0