

Employee Timecard - Hourly Distribution Report

Report Date: 08/29/2022

08/22/2022 - 08/28/2022 [7 days]

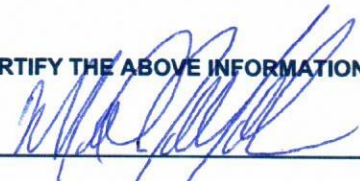
Report Time: 8:12:35 AM

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	Daily Total	Reg Hrs	OT Hrs
08/22/2022 Mon	205 [POP]	11:00AM*	08:00PM*	9.00	9.0000000	
08/23/2022 Tue	204 [POV]			8.00	8.0000000	
08/24/2022 Wed	204 [POV]			8.00	8.0000000	
08/25/2022 Thu	205 [POP]	09:00AM*	07:00PM*	10.00	10.0000000	
08/26/2022 Fri	205 [POP]	07:30PM*	10:30PM*	3.00	3.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					74.00		16.00		58.00
3 [SICK]									135.00
6 [FH]									8.00
204 [POV]	1[UNUSED]	16.00		16.00					
205 [POP]	1[UNUSED]	22.00		22.00					
TOTALS		38.00		38.00	74.00		16.00		201.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 09/06/2022

08/29/2022 - 09/04/2022 [7 days]

Report Time: 8:28:20 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	Daily Total	Reg Hrs	OT Hrs
08/29/2022 Mon	205 [POP]	12:00PM*	10:00PM*	10.00	10.0000000	
08/31/2022 Wed	205 [POP]	06:30AM*	11:00AM*		4.5000000	
	205 [POP]	08:00PM*	01:00AM*	9.50	5.0000000	
09/02/2022 Fri	205 [POP]	02:30PM*	11:30PM*	9.00	9.0000000	
09/03/2022 Sat	205 [POP]	03:00PM*	10:00PM*	7.00	7.0000000	
09/04/2022 Sun	208 [PADJ]			-1.50	-1.5000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									58.00
3 [SICK]					135.00	4.00			139.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	35.50		35.50					
208 [PADJ]	1[UNUSED]	-1.50		-1.50					
TOTALS		34.00		34.00	135.00	4.00			205.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 08/29/2022

08/22/2022 - 08/28/2022 [7 days]

Report Time: 8:12:35 AM

AD002 [ROESSLER, HAILEY]					
Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/22/2022 Mon	501 [TRW]	08:10AM	04:34PM	8.25	8.2500000	
08/23/2022 Tue	501 [TRW]	08:45AM*	04:46PM*	8.00	8.0000000	
08/24/2022 Wed	501 [TRW]	08:04AM	04:35PM	8.50	8.5000000	
08/25/2022 Thu	501 [TRW]	08:02AM	04:36PM	8.50	8.5000000	
08/26/2022 Fri	503 [TRS]				2.5000000	
	501 [TRW]	08:01AM	09:34AM		1.5000000	
	501 [TRW]	11:55AM	12:11PM	4.25	0.2500000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									21.25
3 [SICK]					50.25		2.50		47.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	35.00		35.00					
503 [TRS]	1[UNUSED]	2.50		2.50					
TOTALS		37.50		37.50	50.25		2.50		77.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Hailey Kaer*
Employee Signature

X _____
Supervisor Signature

General Communications; Ridgeway Comm. Ctr Construction; Cardinal Way Subdivision; 2023 Budget Prep;

8/22/22 - Office Supply Order; Timesheets; EE Correspondence; ISO Adit coord.; Utility Act Direct Payments Proc. WISLR Street Maintenance Inventory Updates

8/23/22 - SDWLP Closeout Coord.; WEDC; Plan Comm Meeting Prep; Bus STOP Planning 2023 Budget Planning

8/25/22 - Water Leak Check - Water Heater Repair Estimates Audit Tax Entry; DNR Grant / Park Project Payroll Processing

Employee Timecard - Hourly Distribution Report

Report Date: 09/06/2022

08/29/2022 - 09/04/2022 [7 days]

Report Time: 8:28:19 AM

AD002 [ROESSLER, HAILEY]					
Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/29/2022 Mon	501 [TRW]	08:00AM*	04:34PM		8.5000000	
	501 [TRW]	06:20PM	07:03PM	9.25	0.7500000	
08/30/2022 Tue	501 [TRW]	08:02AM	12:01PM		4.0000000	
	501 [TRW]	12:42PM	04:28PM	7.75	3.7500000	
08/31/2022 Wed	503 [TRS]				2.5000000	
	501 [TRW]	08:01AM	09:07AM		1.0000000	
	501 [TRW]	11:17AM	01:38PM		2.5000000	
	501 [TRW]	01:52PM	04:38PM	9.00	3.0000000	
09/01/2022 Thu	501 [TRW]	08:03AM	12:59PM		5.0000000	
	501 [TRW]	01:14PM	04:23PM	8.25	3.2500000	
09/02/2022 Fri	501 [TRW]	08:05AM	01:40PM	5.75	5.7500000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									21.25
3 [SICK]					47.75	4.00	2.50		49.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	37.50		37.50					
503 [TRS]	1[UNUSED]	2.50		2.50					
TOTALS		40.00		40.00	47.75	4.00	2.50		78.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Hailey Roessler
 Employee Signature

X _____
 Supervisor Signature

General Communications, Receipting, Ridgeway Coman Ctr Const.
 SDWL Closing; Dog Park / Holiday Planning; Meeting
 Prep / Posting; Spec BOT Mtg; Sick Accrual; 2023
 Budget Prep; csm; Zoning Inquiries; Badger Meter
 Updates; Bank Reconciliation

Employee Timecard - Hourly Distribution Report

Report Date: 08/29/2022

08/22/2022 - 08/28/2022 [7 days]

Report Time: 8:12:35 AM



AD003 [JOHNSON, MAGGIE]					
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
08/22/2022 Mon	511 [CW]	07:59AM	02:59PM	7.00	7.0000000	
08/23/2022 Tue	511 [CW]	08:01AM	03:00PM	7.00	7.0000000	
08/24/2022 Wed	511 [CW]	08:01AM	03:02PM	7.00	7.0000000	
08/25/2022 Thu	511 [CW]	07:59AM	03:01PM	7.00	7.0000000	
08/26/2022 Fri	511 [CW]	07:56AM	12:00PM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									46.50
3 [SICK]									44.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	32.00		32.00					
TOTALS		32.00		32.00					98.50

Parks = 11 Dep Clerk = 21

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Monday: 2023 calendar, home talent flyer, updated village calendar

Tuesday: Concession stand sign up, September 4th update, Sunday Funday flyer

Wednesday: Itinerary development & marketing workshop, fall newsletter, account move in/out, Sunday Funday flyer, FB event & communication

Thursday: Sunday Funday volunteer post, today dis connects, updated trimble, fall newsletter

Friday: updated trimble, Sunday Funday ad, alumni game flyer, fall newsletter

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08/29/2022 - 09/04/2022 [7 days]

Report Time: 8:28:20 AM



AD003 [JOHNSON, MAGGIE]					
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
08/29/2022 Mon	511 [CW]	07:59AM	03:00PM	7.00	7.0000000	
08/30/2022 Tue	511 [CW]	08:00AM	03:00PM	7.00	7.0000000	
08/31/2022 Wed	504 [TRV]			7.00	7.0000000	
09/01/2022 Thu	504 [TRV]			7.00	7.0000000	
09/02/2022 Fri	504 [TRV]			4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					46.50		18.00		28.50
3 [SICK]					44.00	4.00			48.00
6 [FH]									8.00
504 [TRV]	1[UNUSED]	18.00		18.00					
511 [CW]	1[UNUSED]	14.00		14.00					
TOTALS		32.00		32.00	90.50	4.00	18.00		84.50

Dep Clerk = 25 Park = 7

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x
Employee Signature

x
Supervisor Signature

Monday: Alumni game flyer, news letter, Processed utility billing
 Tuesday: Stuffed & stamped utility bills, office communication, fall newsletter communication, alumni game, dog park
 Wednesday - Friday: off

Employee Timecard - Hourly Distribution Report

08/22/2022 - 08/28/2022 [7 days]



PW001 [BRINDLEY, JEFFREY D]					
Employee ID	PW001	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	BRINDLEY	First Name	JEFFREY D

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/22/2022 Mon	304 [SEV]				2.7500000	
	301 [SEW]	06:56AM	09:47AM		2.7500000	
	604 [WAV]			8.00	2.5000000	
08/23/2022 Tue	601 [WAW]	06:48AM	02:25PM	7.25	7.2500000	
08/24/2022 Wed	301 [SEW]	06:19AM	03:31PM	8.75	8.7500000	
08/25/2022 Thu	601 [WAW]	06:49AM	03:30PM*	8.25	8.2500000	
08/26/2022 Fri	301 [SEW]	07:08AM	03:09PM	7.50	7.5000000	
08/27/2022 Sat	601 [WAW]	07:02AM	09:02AM*	2.00	2.0000000	
08/28/2022 Sun	301 [SEW]	07:58AM	09:58AM*	2.00	2.0000000	

Summary - PW001 [BRINDLEY, JEFFREY D]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					124.00		5.25		118.75
3 [SICK]									237.75
6 [FH]									3.50
301 [SEW]	1[UNUSED]	21.00		21.00					
304 [SEV]	1[UNUSED]	2.75		2.75					
601 [WAW]	1[UNUSED]	17.50		17.50					
604 [WAV]	1[UNUSED]	2.50		2.50					
TOTALS		43.75		43.75	124.00		5.25		360.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
 Employee Signature

X _____
 Supervisor Signature

Water - 17.5
 Sewer - 21

~~OT~~ vac total 20
 2.75 23.75
 43.75

IF punch list items with Delta 3, water Meter Install & Disconnect notices. water sampling, W.W. sample & maint.

Employee Timecard - Hourly Distribution Report



Report Date: 09/06/2022

08/29/2022 - 09/04/2022 [7 days]

Report Time: 8:28:20 AM

PW001 [BRINDLEY, JEFFREY D]			
Employee ID	PW001	DEPT(G2)	PW
Pay Type	3	Last Name	BRINDLEY
		Pay Policy	300
		First Name	JEFFREY D

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/29/2022 Mon	601 [WAW]	06:15AM	03:27PM	8.75	8.7500000	
08/30/2022 Tue	604 [WAV]				4.0000000	
	304 [SEV]			8.00	4.0000000	
08/31/2022 Wed	604 [WAV]				4.0000000	
	304 [SEV]			8.00	4.0000000	
09/01/2022 Thu	604 [WAV]				4.0000000	
	304 [SEV]			8.00	4.0000000	
09/02/2022 Fri	301 [SEW]	06:59AM	03:29PM	8.00	8.0000000	
09/03/2022 Sat	601 [WAW]	07:07AM	09:07AM*	2.00	2.0000000	
09/04/2022 Sun	301 [SEW]	07:17AM	09:17AM*	2.00	2.0000000	

Summary - PW001 [BRINDLEY, JEFFREY D]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					118.75			24.00	94.75
3 [SICK]					237.75	2.25			240.00
6 [FH]									3.50
301 [SEW]	1[UNUSED]	10.00		10.00					
304 [SEV]	1[UNUSED]	12.00		12.00					
601 [WAW]	1[UNUSED]	10.75		10.75					
604 [WAV]	1[UNUSED]	12.00		12.00					
TOTALS		44.75		44.75	356.50	2.25		24.00	338.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
Employee Signature

X _____
Supervisor Signature

REG. Vac.

Water - 8 12 20
Sewer - 12.75 12 24.75
44.75

Water reads, Meter Installs, Vacation

Employee Timecard - Hourly Distribution Report

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08/22/2022 - 08/28/2022 [7 days]

Report Time: 8:12:36 AM

PW003 [JOHNSON, HARRY]			
Employee ID	PW003	DEPT(G2)	FM
Pay Type	1	Last Name	JOHNSON
		First Name	HARRY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/22/2022 Mon	401 [STW]	08:10AM	12:10PM*		4.000000	
	401 [STW]	01:00PM*	03:43PM*	6.75	2.750000	
08/23/2022 Tue	401 [STW]	08:19AM	12:30PM*		4.250000	
	401 [STW]	01:30PM*	03:46PM*	6.50	2.250000	
08/24/2022 Wed	401 [STW]	08:15AM	12:30PM*		4.250000	
	401 [STW]	01:10PM*	03:45PM*	6.75	2.500000	
08/25/2022 Thu	401 [STW]	08:24AM	12:08PM	3.75	3.750000	
08/26/2022 Fri	401 [STW]	08:17AM	03:47PM	7.50	7.500000	

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]	31.25		31.25					
TOTALS		31.25		31.25					

Tag Maint = 3.75 Parks = 11.25 Streets = 16.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Harley Roesser*
Supervisor Signature

*Mon 8/22 Mowed both ball fields, Mowed both ball fields
Mowed green shed, 2 lots on Colonial drive, retention pond
Tue 8/23 Mowed area around Town, Mowed Cemetery, Mowed
part of RCC, Mowed 3rd lots on Colonial Way
Wed 8/24 Mowed area RCC + Mowed RCC, Mowed along HHH,
Mowed Forestation
Thurs 8/25 600 gone entrance door, Mowed sidewalk at RCC
Fri 8/26 Mowed back, Valley Ball area & Depot*

Employee Timecard - Hourly Distribution Report

Report Date: 09/06/2022

08/29/2022 - 09/04/2022 [7 days]

Report Time: 8:28:20 AM



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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/29/2022 Mon	401 [STW]	08:28AM	01:14PM	4.75	4.7500000	
08/30/2022 Tue	401 [STW]	08:23AM	12:30PM*		4.0000000	
	401 [STW]	01:30PM*	04:13PM*	6.75	2.7500000	
08/31/2022 Wed	401 [STW]	08:20AM	12:30PM*		4.2500000	
	401 [STW]	01:15PM*	03:57PM*	7.00	2.7500000	
09/01/2022 Thu	401 [STW]	08:25AM	12:00PM*		3.5000000	
	101 [PAW]	12:30PM*	03:39PM*	6.75	3.2500000	
09/02/2022 Fri	101 [PAW]	08:18AM	03:06PM	6.75	6.7500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED]	10.00		10.00					
401 [STW]	1[UNUSED]	22.00		22.00					
TOTALS		32.00		32.00					

Streets = 17.25 Parks = 14.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 8/29 put new linear weed eater, dragged ball field
 Mowed Home talent field
 Tue 8/30 put up flag at ball field, mowed west end of town
 Mowed across from church & across from lumber yard, dragged
 ball field again, mowed cattle league field
 Wed 8/31 put up signs for labor day, mowed east end of town,
 across from budget mart, fire station
 Thurs 9/1 mowed village shop, community center, mowed Home Talent
 field again, flag on lawn at Valley Ball green
 Fri 9/2 put up flag on score board, mowed park, report & green

Employee Timecard - Hourly Distribution Report



Report Date: 08/29/2022

08/22/2022 - 08/28/2022 [7 days]

Report Time: 8:12:36 AM

SP002 [CULLEN, TANNER]			
Employee ID	SP002	DEPT(G2)	ST
Pay Type	3	Last Name	CULLEN
		Pay Policy	400
		First Name	TANNER

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/22/2022 Mon	401 [STW]	06:50AM	03:37PM	8.00	8.0000000	
08/23/2022 Tue	401 [STW]	06:51AM	03:31PM	8.00	8.0000000	
08/24/2022 Wed	401 [STW]	06:44AM	03:32PM	8.25	8.2500000	
08/25/2022 Thu	401 [STW]	06:59AM	03:30PM*	8.00	8.0000000	
08/26/2022 Fri	401 [STW]	06:57AM	03:33PM	8.00	7.7500000	0.2500000

Summary - SP002 [CULLEN, TANNER]					Accrual				
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									53.25
3 [SICK]									132.75
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	0.25	40.25					
TOTALS		40.00	0.25	40.25					194.00

20.00hrs Streets
20.25hrs parks

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen
Employee Signature

x _____
Supervisor Signature

8/22 Finished brush hogging in and around the dog park. (8hrs parks)

8/23 Burned brush pile. cut brush/trees along Stonier Lane. (4hrs streets) (4hrs parks)

8/24 Removed Stumps along dog park and Stonier Ln. Regraded bank - Stonier Lane. (8.25hrs parks)

8/25 Replaced blades on brush hog and diagnosed and fixed shaking problem. (8hrs streets)

8/26 Brush Hogged along roadways and village utility easements. (8hrs Streets)

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SP002 [CULLEN, TANNER]			
Employee ID	SP002	DEPT(G2)	ST
Pay Type	3	Last Name	CULLEN
Pay Policy	400	First Name	TANNER

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
08/29/2022 Mon	401 [STW]	06:52AM	03:16PM	7.75	7.7500000	
08/30/2022 Tue	401 [STW]	06:39AM	12:41PM	5.50	5.5000000	
08/31/2022 Wed	401 [STW]	06:54AM	03:30PM	8.00	8.0000000	
09/01/2022 Thu	401 [STW]	06:54AM	03:30PM	8.00	8.0000000	
09/02/2022 Fri	401 [STW]	06:54AM	03:30PM	8.00	8.0000000	

Summary - SP002 [CULLEN, TANNER]					Accrual				
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									53.25
3 [SICK]					132.75	4.00			136.75
6 [FH]									8.00
401 [STW]	1[UNUSED]	37.25		37.25					
TOTALS		37.25		37.25	132.75	4.00			198.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen
Employee Signature

2.75 Sick
3.00 water
3.00 waste water Total
12.25 Streets
19.00 Parks
Supervisor Signature 40.00hrs

8/29 pushed brush pile up along with the compost pile. Burned brush pile. (7.75 streets)

8/30 (1hr water) and (1hr sewer) morning checks/Record Keeping. checked in with Jay with D.R.H Fence. (1hr Parks) (2.50hrs streets)

8/31 (1hr water) and (1hr sewer) morning checks/Record Keeping. Brush Hogged Field across from dog park. (6hrs parks)

9/1 (1hr water) and (1hr sewer) Burned brush pile. (2hrs streets) installed dog waste stations. (4hrs parks)

9/2 Installed dog waste stations. Cleaned/Restocked Bathrooms. Emptied trash cans. Met with Rand on park lights. (8hrs parks)