

### Time & Attendance - Bi-Weekly TimeSheet

10/30/2023 - 11/12/2023 [14 days]

PD011 [GORHAM, MICHAEL]																										
Employee ID		Pd011							N/A(G3)		1 [Unused]							Pay Policy		601 [Police Full Time Salary Special]						
Shift Number		1 [Flex Shift]							Holiday Rule		200 [Police Holiday]							Employee Status		A						
Week 1: 10/30/2023 - 11/5/2023									Week 2: 11/6/2023 - 11/12/2023																	
Paycode	MO	TU	WE	TH	FR	SA	SU	Total	Paycode	MO	TU	WE	TH	FR	SA	SU	Total	2-Week Total								
201 [POW ]									201 [POW ]		2.00						2.00	2.00								
205 [POP ]	3.00	9.50	6.00	7.00	7.00	8.50		41.00	205 [POP ]	6.00		11.50	5.00	6.00	4.00		32.50	73.50								
208 [PADJ]									208 [PADJ]							-3.50	-3.50	-3.50								
Grand Total:	3.00	9.50	6.00	7.00	7.00	8.50		41.00	Grand Total:	6.00	2.00	11.50	5.00	6.00	4.00	-3.50	31.00	72.00								

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

### Time & Attendance - Employee Timecard

Report Date: 11/07/2023

10/30/2023 - 11/05/2023 [7 days]

Report Time: 8:24:28 AM

PD011 [GORHAM, MICHAEL]											
Employee ID	PD011	Badge Number	0	Job Title							
LOC(G1)	1	DEPT(G2)	PD	N/A(G3)	1						
Pay Policy	601	Shift Number	1	Pay Type	1						

Time Card											
Date	Paycode	IN	In Ex	OUT	Out Ex	Reason	Sh/Pay Ex	DEPT	Reg Hrs	OT Hrs	Daily Total
10/30/2023 Mon	205 [POP]	07:00PM*		10:00PM*			00001-FS	PD	3.00		3.00
10/31/2023 Tue	205 [POP]	03:00PM*		12:30AM*			00001-FS	PD	9.50		9.50
11/01/2023 Wed	205 [POP]	09:00PM*		03:00AM*			00001-FS	PD	6.00		6.00
11/02/2023 Thu	205 [POP]	06:00PM*		01:00AM*			00001-FS	PD	7.00		7.00
11/03/2023 Fri	205 [POP]	11:00PM*		06:00AM*			00001-FS	PD	7.00		7.00
11/04/2023 Sat	205 [POP]	04:00PM*		12:30AM*			00001-FS	PD	8.50		8.50

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
3 [SICK]					151.00	4.00				155.00
6 [FH]										
205 [POP]	1[UNUSED]	41.00		41.00						
<b>TOTALS</b>		<b>41.00</b>		<b>41.00</b>	<b>151.00</b>	<b>4.00</b>				<b>220.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature

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

Report Date: 11/13/2023

11/06/2023 - 11/12/2023 [7 days]

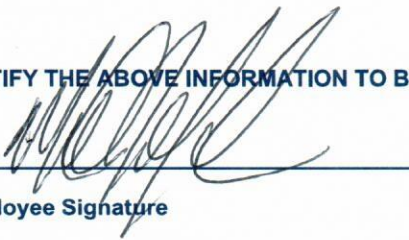
Report Time: 3:46:57 PM

<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
11/06/2023 Mon	205 [POP]	07:00PM*	01:00AM*	6.00	6.0000000	
11/07/2023 Tue	201 [POW]	09:18PM				
11/08/2023 Wed	205 [POP]	01:30PM*	01:00AM*	11.50	11.5000000	
11/09/2023 Thu	205 [POP]	07:00PM*	12:00AM*	5.00	5.0000000	
11/10/2023 Fri	205 [POP]	07:00PM*	01:00AM*	6.00	6.0000000	
11/11/2023 Sat	205 [POP]	08:30PM*	12:30AM*	4.00	4.0000000	
11/12/2023 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]									65.00
3 [SICK]									155.00
6 [FH]									
201 [POW]	1[UNUSED]								
205 [POP]	1[UNUSED]	32.50		32.50					
208 [PADJ]	1[UNUSED]	-1.50		-1.50					
<b>TOTALS</b>		<b>31.00</b>		<b>31.00</b>					<b>220.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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

### Time & Attendance - Bi-Weekly TimeSheet

Report Date: 11/15/2023

10/30/2023 - 11/12/2023 [14 days]

Report Time: 12:00:17 PM

PW003 [JOHNSON, HARRY]																		
Employee ID		Pw003			N/A(G3)		1 [Unused]			Pay Policy		401 [Streets Part Time]						
Shift Number		1 [Flex Shift]			Holiday Rule		2 [No Holiday]			Employee Status		A						
Week 1: 10/30/2023 - 11/5/2023									Week 2: 11/6/2023 - 11/12/2023									
Paycode	MO	TU	WE	TH	FR	SA	SU	Total	Paycode	MO	TU	WE	TH	FR	SA	SU	Total	2-Week Total
401 [STW]		4.25			4.00			8.25	401 [STW]									8.25
611 [FMW]	3.00		4.25					7.25	611 [FMW]	4.75	4.50	4.25	4.75	2.75			21.00	28.25
Grand Total:	3.00	4.25	4.25		4.00			15.50	Grand Total:	4.75	4.50	4.25	4.75	2.75			21.00	36.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

### Time & Attendance - Employee Timecard

Report Date: 11/07/2023

10/30/2023 - 11/05/2023 [7 days]

Report Time: 8:24:28 AM

<b>PW003 [JOHNSON, HARRY]</b>											
Employee ID	PW003			Badge Number	0			Job Title	Facilities Maintenance		
LOC(G1)	1			DEPT(G2)	FM			N/A(G3)	1		
Pay Policy	401			Shift Number	1			Pay Type	1		

Time Card											
Date	Paycode	IN	In Ex	OUT	Out Ex	Reason	Sh/Pay Ex	DEPT	Reg Hrs	OT Hrs	Daily Total
10/30/2023 Mon	611 [FMW]	08:11AM		11:10AM			00001-FS	FM	3.00		3.00
10/31/2023 Tue	401 [STW]	08:15AM		12:33PM			00001-FS	FM	4.25		4.25
11/01/2023 Wed	611 [FMW]	08:19AM		12:33PM			00001-FS	FM	4.25		4.25
11/03/2023 Fri	401 [STW]	08:18AM		12:17PM			00001-FS	FM	4.00		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]	8.25		8.25						
611 [FMW]	1[UNUSED]	7.25		7.25						
<b>TOTALS</b>		<b>15.50</b>		<b>15.50</b>						

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson  
Employee Signature

x Lori Phelan  
Supervisor Signature

Mon 10/30 Sweep gym floor mats and rolled up, put away halloween decorations, Took out garbage  
 Tues 10/31 Took mower to green shed & cleaned up mower  
 Put plow on UTV, wired lights on UTV  
 Wed 11/1 cleaned up after halloween, adjusted heaters in bathrooms, installed soap in womens bathroom  
 finished wiring lights on UTV  
 Fri 11/3 Meet with Hailey, cleaned bathrooms, cleaned shop

<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
11/06/2023 Mon	401 [STW]	07:48AM	12:34PM	4.75	4.7500000	
11/07/2023 Tue	401 [STW]	07:51AM	12:20PM	4.50	4.5000000	
11/08/2023 Wed	401 [STW]	07:57AM	12:12PM	4.25	4.2500000	
11/09/2023 Thu	401 [STW]	07:52AM	12:29PM	4.75	4.7500000	
11/10/2023 Fri	401 [STW]	07:48AM	10:32AM	2.75	2.7500000	

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]	21.00		21.00					
<b>TOTALS</b>		<b>21.00</b>		<b>21.00</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*  
Employee Signature

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

Mon 11/6 opened REC, got mail, removed railing from portable building, put up handicap signs signs at REC  
 Tues 11/7 opened REC, got mail, removed trim and door of portable building, moved REC lawn + dog park  
 Wed 11/8 opened REC, got mail, removed ballast from gym lights downstairs, checked ballast in lights in office  
 Thurs 11/9 opened REC, got mail, changed clock in gym took down Volleyball nets, helped empty garbage cans in Village  
 Fri 11/10 opened REC, got mail, sweep gym floor, stocked bathrooms, emptied garbage

### Time & Attendance - Bi-Weekly TimeSheet

10/30/2023 - 11/12/2023 [14 days]

AD003 [JOHNSON, MAGGIE]																		
Employee ID		Ad003		N/A(G3)		1 [Unused]		Pay Policy		550 [Deputy/Election Clerk Full Time Hourly]								
Shift Number		1 [Flex Shift]		Holiday Rule		500 [Treas / Clerk Holiday]		Employee Status		A								
Week 1: 10/30/2023 - 11/5/2023									Week 2: 11/6/2023 - 11/12/2023									
Paycode	MO	TU	WE	TH	FR	SA	SU	Total	Paycode	MO	TU	WE	TH	FR	SA	SU	Total	2-Week Total
511 [CW ]									511 [CW ]		4.00	2.25	1.00			1.00	8.25	8.25
Grand Total:									Grand Total:		4.00	2.25	1.00			1.00	8.25	8.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

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

Report Date: 11/13/2023

11/06/2023 - 11/12/2023 [7 days]

Report Time: 3:46:57 PM

<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
11/07/2023 Tue	511 [CW]	04:30PM*	08:30PM*	4.00	4.0000000	
11/08/2023 Wed	511 [CW]	04:31PM	06:52PM	2.25	2.2500000	
11/09/2023 Thu	511 [CW]	07:10PM	08:15PM	1.00	1.0000000	
11/12/2023 Sun	511 [CW]	07:13PM	08:17PM	1.00	1.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									39.50
3 [SICK]									85.25
6 [FH]									8.00
511 [CW]	1[UNUSED]	8.25		8.25					
<b>TOTALS</b>		<b>8.25</b>		<b>8.25</b>					<b>132.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

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



VILLAGE OF RIDGEWAY  
 Report Date: 11/15/2023  
 Report Time: 12:00:17 PM

### Time & Attendance - Bi-Weekly TimeSheet

10/30/2023 - 11/12/2023 [14 days]

SP003 [LOSBY, BRADEN]																		
Employee ID		Sp003				N/A(G3)		1 [Unused]				Pay Policy		400 [Streets Full Time Hourly]				
Shift Number		2 [7am - 3:30pm M-F]				Holiday Rule		400 [Streets Holiday]				Employee Status		A				
Week 1: 10/30/2023 - 11/5/2023									Week 2: 11/6/2023 - 11/12/2023									
Paycode	MO	TU	WE	TH	FR	SA	SU	Total	Paycode	MO	TU	WE	TH	FR	SA	SU	Total	2-Week Total
301 [SEW]			4.75	4.75		2.00		11.50	301 [SEW]			5.00			2.00		7.00	18.50 ✓
401 [STW]	5.25	7.75	3.25	3.25	7.25			26.75	401 [STW]	7.00	8.50	2.75	4.25	6.75			29.25	56.00 ✓
403 [STS]									403 [STS]				4.00				4.00	4.00 ✓
601 [WAW]	2.75						2.00	4.75	601 [WAW]		1.25					2.00	3.25	8.00 ✓
Grand Total:	8.00	7.75	8.00	8.00	7.25	2.00	2.00	43.00	Grand Total:	7.00	9.75	7.75	8.25	6.75	2.00	2.00	43.50	86.50 ✓

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

END OF REPORT

Time & Attendance - Bi-Weekly TimeSheet

Sewer - 17.5      OT 1.0  
 Streets } 56.0  
 Sick } 4.0  
 Water      6.0      OT 2.0

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

Report Date: 11/07/2023

10/30/2023 - 11/05/2023 [7 days]

Report Time: 9:36:38 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
10/30/2023 Mon	<del>7 [BREV]</del> 401 [STW]	06:55AM	12:13PM		5.2500000	
	401 [STW]	12:48PM	03:30PM	8.00	2.7500000	
10/31/2023 Tue	401 [STW]	06:56AM	12:00PM		5.0000000	
	401 [STW]	12:44PM	03:33PM	7.75	2.7500000	
11/01/2023 Wed	401 [STW]	06:55AM	11:44AM		4.7500000	
	401 [STW]	12:22PM	03:34PM	8.00	3.2500000	
11/02/2023 Thu	401 [STW]	06:56AM	11:50AM		4.7500000	
	401 [STW]	12:27PM	03:52PM	8.00	3.2500000	
11/03/2023 Fri	401 [STW]	06:55AM	02:08PM	7.25	7.2500000	
11/04/2023 Sat	401 [STW]	06:23AM	08:23AM*	2.00	1.0000000	1.0000000
11/05/2023 Sun	401 [STW]	10:10AM	12:10PM*	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]									30.25
3 [SICK]					27.75	4.00			31.75
6 [FH]									8.00
7 [BREV]	1[UNUSED]								
401 [STW]	1[UNUSED]	40.00	3.00	43.00					
<b>TOTALS</b>		<b>40.00</b>	<b>3.00</b>	<b>43.00</b>	<b>27.75</b>	<b>4.00</b>			<b>70.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL  
Employee Signature

X   
Supervisor Signature

RECEIVED  
NOV 07 2023  
Village of Ridgeway

Weekly Work Log October 30 – November 5 2023

Braden Losby

**Monday October 30 2023:**

Daily rounds. – 2 hours

Working on sludge tank. – 2 hours

Farm and felt run. – 1 hour

Getting plow on baby dump and moving stuff around green shed. – 2 hours

Running to get part for the utv and installing it. – 1 hour

**Tuesday October 31 2023:**

Daily rounds. – 2 hours

Working on geotubes and sludge tank. – 2 hours

Getting plow on utv. – 1 hour

Working on lighting on baby dump. – 3 hours

**Wednesday November 1 2023:**

Daily rounds. – 2 hours

Removing water meter on wells st. – 1 hour

Working on putting snow fence up on portable building. – 2 hours

Working on baby dump. – 3 hours

**Thursday November 2 2023:**

Daily rounds. – 2 hours

Working on geotubes. – 1 hour

Working on sludge tank. – 2 hours

Working on baby dump. – 3 hours

**Friday November 3 2023:**

Daily rounds. – 2 hours

Pulling benches and tree water bags. – 1 hour

Getting marshal set up to park his squad in the street shop. – 1 hour

Street sweeping. – 1 hour

**Saturday November 4 2023:**

Weekend rounds. – 2 hours

**Sunday November 5 2023:**

Weekend rounds. – 2 hours

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

Report Date: 11/13/2023

11/06/2023 - 11/12/2023 [7 days]

Report Time: 3:46:57 PM

<b>SP003 [LOSBY, BRADEN]</b>			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
		Pay Policy	400
		First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
11/06/2023 Mon	401 [STW]	06:55AM	11:54AM		5.0000000	
	401 [STW]	12:35PM	02:37PM	7.00	2.0000000	
11/07/2023 Tue	401 [STW]	06:55AM	03:34PM		8.5000000	
	401 [STW]	06:22PM	07:37PM	9.75	1.2500000	
11/08/2023 Wed	401 [STW]	06:55AM	12:07PM		5.0000000	
	401 [STW]	12:43PM	03:31PM	7.75	2.7500000	
11/09/2023 Thu	403 [STS]				4.0000000	
	401 [STW]	11:12AM	03:28PM	8.25	4.2500000	
11/10/2023 Fri	401 [STW]	07:00AM	01:44PM	6.75	6.7500000	
11/11/2023 Sat	401 [STW]	08:20AM	10:20AM*	2.00	2.0000000	
11/12/2023 Sun	401 [STW]	10:28AM	12:28PM*	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]									30.25
3 [SICK]					31.75			4.00	27.75
6 [FH]									8.00
7 [BREV]									
401 [STW]	1[UNUSED]	39.50		39.50					
403 [STS]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>43.50</b>		<b>43.50</b>	<b>31.75</b>		<b>4.00</b>		<b>66.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL

Employee Signature

X [Signature]

Supervisor Signature

**Weekly Work Log November 6 – November 12 2023**

**Braden Losby**

**Monday November 6 2023:**

Daily rounds. – 2 hours

Fire call. – 2 hours

Working on portable building. – 4 hours

**Tuesday November 7 2023:**

Daily rounds. – 2 hours

Working on well 1 door. – 3 hours

Street sweeping. – 3 hours

**Wednesday November 8 2023:**

Daily rounds. – 2 hours

Street sweeping. – 6 hours

**Thursday November 9 2023:**

Out for the first 4 hours

Changing trash. – 2 hours

Washing equipment. – 2 hours

**Friday November 10 2023:**

Daily rounds. – 2 hours

Working on keys for the community center. – 4 hours

Pushing brush and leaves. – 1 hour

**Saturday November 11 2023:**

Weekend rounds. – 2 hours

**Sunday November 12 2023:**

Weekend rounds. – 2 hours

### Time & Attendance - Bi-Weekly TimeSheet

Report Date: 11/15/2023

10/30/2023 - 11/12/2023 [14 days]

Report Time: 12:00:17 PM

PW005 [PETERSON, DALE]																				
Employee ID		Pw005							N/A(G3)		1 [Unused]				Pay Policy		300 [Sewer Full Time Hourly]			
Shift Number		2 [7am - 3:30pm M-F]							Holiday Rule		300 [Sewer Holiday]				Employee Status		A			
Week 1: 10/30/2023 - 11/5/2023									Week 2: 11/6/2023 - 11/12/2023									2-Week Total		
Paycode	MO	TU	WE	TH	FR	SA	SU	Total	Paycode	MO	TU	WE	TH	FR	SA	SU	Total	2-Week Total		
301 [SEW ]	5.25	5.25	8.00		6.50			25.00	301 [SEW ]	8.00	8.00	8.00	5.50				29.50	54.50		
304 [SEV ]									304 [SEV ]					4.00			4.00	4.00		
601 [WAW ]	2.75	2.75		8.00				13.50	601 [WAW ]				2.50				2.50	16.00		
604 [WAV ]									604 [WAV ]					4.00			4.00	4.00		
Grand Total:	8.00	8.00	8.00	8.00	6.50			38.50	Grand Total:	8.00	8.00	8.00	8.00	8.00			40.00	78.50		

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Sewer 54.5 Vac. 4.0

Water 16.0 Vac 4.0

### Time & Attendance - Employee Timecard

Report Date: 11/07/2023

10/30/2023 - 11/05/2023 [7 days]

Report Time: 8:24:28 AM

<b>PW005 [PETERSON, DALE]</b>											
Employee ID	PW005			Badge Number	0			Job Title	Public Works Director		
LOC(G1)	1			DEPT(G2)	PW			N/A(G3)	1		
Pay Policy	300			Shift Number	2			Pay Type	3		

Time Card											
Date	Paycode	IN	In Ex	OUT	Out Ex	Reason	Sh/Pay Ex	DEPT	Reg Hrs	OT Hrs	Daily Total
10/30/2023 Mon	301 [SEW]	06:54AM	E 6	12:09PM			00002-Mo	PW	5.25		8.00
	601 [WAW]	12:38PM	M 29	03:31PM	L 31		00002-Mo	PW	2.75		
10/31/2023 Tue	301 [SEW]	06:53AM	E 7	12:13PM			00002-Tu	PW	5.25		8.00
	601 [WAW]	12:38PM	M 25	03:24PM	L 24		00002-Tu	PW	2.75		
11/01/2023 Wed	301 [SEW]	06:59AM	E 1	11:46AM			00002-We	PW	4.75		8.00
	301 [SEW]	12:16PM	M 30	03:25PM	L 25		00002-We	PW	3.25		
11/02/2023 Thu	601 [WAW]	06:36AM	E 24	02:24PM			00002-Th	PW	8.00		8.00
11/03/2023 Fri	301 [SEW]	06:42AM	E 18	01:22PM	E 98		00002-Fr	PW	6.50		6.50

Summary - PW005 [PETERSON, DALE]										
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual					
					Prior Bal	Adjust	Used	Earned	Available	
2 [VACA]										11.00
3 [SICK]					8.00	4.00				12.00
6 [FH]										8.00
301 [SEW]	1[UNUSED]	25.00		25.00						
601 [WAW]	1[UNUSED]	13.50		13.50						
<b>TOTALS</b>		<b>38.50</b>		<b>38.50</b>	<b>8.00</b>	<b>4.00</b>				<b>31.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature



Dale Peterson Weekly Work Log 10-30-2023

RECEIVED  
NOV 07 2023  
village of Ridgeway

Monday 10-30-2023:

Daily Labs at WWTP 2 Hours

Pumped sludge and working on cleaning and repairing sludge tank 6 Hours

Tuesday 10-31-2023:

Daily Labs at WWTP 2 Hours

Continued work on the sludge tank 6 Hours

Wednesday 11-1-2023:

Daily Labs at WWTP 2 Hours

Installed snow fence around portable building behind the community building 2 Hours, turned off water at 202 Wells street and removed meter per resident's request 1 Hour, switched geotubes and readied for final sludge pumping 3 Hours.

Thursday: 11-2-2023:

Daily Labs at WWTP 2 Hours

Installed new repair clamp on sludge tank 2 Hours, Completed monthly DNR water report 2 Hours, Winterized Geotube area 2 Hours.

Friday 11-3-2023:

Daily Labs at WWTP 2 Hours

Scrubbed and cleaned clarifiers and inlet screens 2 Hours, Cleaned influent screen 1 Hour, Winterized sludge wet well and pumped down 2 Hours.

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

Report Date: 11/13/2023

11/06/2023 - 11/12/2023 [7 days]

Report Time: 3:46:57 PM

<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
11/06/2023 Mon	301 [SEW]	06:56AM	11:57AM		5.0000000	
	301 [SEW]	12:24PM	03:26PM	8.00	3.0000000	
11/07/2023 Tue	301 [SEW]	06:56AM	12:00PM		5.0000000	
	301 [SEW]	12:27PM	03:30PM	8.00	3.0000000	
11/08/2023 Wed	301 [SEW]	07:00AM*	12:27PM		5.5000000	
	301 [SEW]	12:50PM*	03:26PM*	8.00	2.5000000	
11/09/2023 Thu	301 [SEW]	06:44AM	12:16PM		5.5000000	
	301 [SEW]	12:43PM	03:15PM*	8.00	2.5000000	

**Summary - PW005 [PETERSON, DALE]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									11.00
3 [SICK]									12.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	32.00		32.00					
<b>TOTALS</b>		<b>32.00</b>		<b>32.00</b>					<b>31.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Dale Peterson Weekly Work Log 11-6-2023

Monday 11-6-2023:

Daily Labs at WWTP 2 Hours

Brush pickup 2 Hours, Prepping portable building for demo 4 Hours.

Tuesday 11-7-2023:

Daily Labs at WWTP 2 Hours

Installed new exterior door at Well 1 reservoir 4 Hours, correcting issues from the Sanitary Survey Report at Well 2, 2 Hours

Wednesday 11-8-2023:

Daily Labs at WWTP 2 Hours

Follow up work with DNR Sanitary Survey Compliance 4 Hours, Screen and Influent trough cleaning 2 Hours.

Thursday: 11-9-2023:

Daily Labs at WWTP 2 Hours

Obtaining quotes for Well 1 reservoir inspection 1 Hour, Met with Hillyard Cleaning for costs on a Cleaning machine and gym floor refinish 1 Hour, Phone discussion with Delta 3 over Sanitary Survey inspection and related issues 1 Hour, Getting Wasting and sludge transfer settings reconfigured at WWTP 3 Hours.

Friday 11-10-2023:

8 Hours Vacation

VILLAGE OF RIDGEWAY

### Time & Attendance - Bi-Weekly TimeSheet

Report Date: 11/15/2023

10/30/2023 - 11/12/2023 [14 days]

Report Time: 12:00:17 PM

AD001 [PHELAN, LORI L]																		
Employee ID		Ad001		N/A(G3)		1 [Unused]		Pay Policy		500 [Treas/Clerk Full Time Hourly]								
Shift Number		4 [Flex Shift W/ Meal Deduction]		Holiday Rule		500 [Treas / Clerk Holiday]		Employee Status		A								
Week 1: 10/30/2023 - 11/5/2023									Week 2: 11/6/2023 - 11/12/2023									
Paycode	MO	TU	WE	TH	FR	SA	SU	Total	Paycode	MO	TU	WE	TH	FR	SA	SU	Total	2-Week Total
501 [TRW ]									501 [TRW ]		5.00	5.00	1.75				11.75	11.75
511 [CW ]			5.00	5.50				10.50	511 [CW ]	4.00	7.25	5.00		3.50	1.75		21.50	32.00
Grand Total:			5.00	5.50				10.50	Grand Total:	4.00	12.25	10.00	1.75	3.50	1.75		33.25	43.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Treas 11.75  
Clerk 32

### Time & Attendance - Employee Timecard

Report Date: 11/07/2023

10/30/2023 - 11/05/2023 [7 days]

Report Time: 8:24:28 AM

AD001 [PHELAN, LORI L]											
Employee ID	AD001	Badge Number	0	Job Title	Consultant						
LOC(G1)	1	DEPT(G2)	AD	N/A(G3)	1						
Pay Policy	500	Shift Number	4	Pay Type	3						

Time Card											
Date	Paycode	IN	In Ex	OUT	Out Ex	Reason	Sh/Pay Ex	DEPT	Reg Hrs	OT Hrs	Daily Total
11/01/2023 Wed	511 [CW]	09:00AM*		02:00PM*			00004-FS	AD	5.00		5.00
11/02/2023 Thu	511 [CW]	09:30AM*		03:00PM*			00004-FS	AD	5.50		5.50

Summary - AD001 [PHELAN, LORI L]										
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual					
					Prior Bal	Adjust	Used	Earned	Available	
2 [VACA]										125.00
3 [SICK]					240.00					240.00
6 [FH]										8.00
511 [CW]	1[UNUSED]	10.50		10.50						
<b>TOTALS</b>		<b>10.50</b>		<b>10.50</b>	<b>240.00</b>					<b>373.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x \_\_\_\_\_

Supervisor Signature

11/1 + 11/2  
 Train refresh with Hailey  
 10.5 - Clerk



### Time & Attendance - Bi-Weekly TimeSheet

Report Date: 11/15/2023

10/30/2023 - 11/12/2023 [14 days]

Report Time: 12:00:17 PM

AD002 [ROESSLER, HAILEY]																		
Employee ID		Ad002		N/A(G3)		1 [Unused]		Pay Policy		500 [Treas/Clerk Full Time Hourly]								
Shift Number		1 [Flex Shift]		Holiday Rule		500 [Treas / Clerk Holiday]		Employee Status		A								
Week 1: 10/30/2023 - 11/5/2023									Week 2: 11/6/2023 - 11/12/2023									
Paycode	MO	TU	WE	TH	FR	SA	SU	Total	Paycode	MO	TU	WE	TH	FR	SA	SU	Total	2-Week Total
501 [TRW ]	8.00	7.50	7.75	8.50	7.75			39.50	501 [TRW ]									39.50
Grand Total:	8.00	7.50	7.75	8.50	7.75			39.50	Grand Total:									39.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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

### Time & Attendance - Employee Timecard

Report Date: 11/07/2023

10/30/2023 - 11/05/2023 [7 days]

Report Time: 8:24:28 AM

<b>AD002 [ROESSLER, HAILEY]</b>											
Employee ID	AD002	Badge Number	0	Job Title	Clerk/Treasurer						
LOC(G1)	1	DEPT(G2)	AD	N/A(G3)	1						
Pay Policy	500	Shift Number	1	Pay Type	3						

**Time Card**

Date	Paycode	IN	In Ex	OUT	Out Ex	Reason	Sh/Pay Ex	DEPT	Reg Hrs	OT Hrs	Daily Total
10/30/2023 Mon	501 [TRW]	07:58AM		12:58PM			00001-FS	AD	5.00		8.00
	501 [TRW]	01:30PM*	M 32	04:29PM*			00001-FS	AD	3.00		
10/31/2023 Tue	501 [TRW]	08:05AM		12:02PM			00001-FS	AD	4.00		7.50
	501 [TRW]	01:00PM	M 58	04:30PM			00001-FS	AD	3.50		
11/01/2023 Wed	501 [TRW]	08:13AM		02:38PM			00001-FS	AD	6.50		7.75
	501 [TRW]	03:23PM	M 45	04:38PM			00001-FS	AD	1.25		
11/02/2023 Thu	501 [TRW]	08:10AM		01:42PM			00001-FS	AD	5.50		8.50
	501 [TRW]	02:15PM	M 33	05:13PM			00001-FS	AD	3.00		
11/03/2023 Fri	501 [TRW]	08:11AM		04:00PM			00001-FS	AD	7.75		7.75

**Summary - AD002 [ROESSLER, HAILEY]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									3.25
3 [SICK]					3.00	4.00			7.00
6 [FH]									
7 [BREV]									
501 [TRW]	1[UNUSED]	39.50		39.50					
<b>TOTALS</b>		<b>39.50</b>		<b>39.50</b>	<b>3.00</b>	<b>4.00</b>			<b>10.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Aari Phule*

Employee Signature

X *Lai G. Phule*

Supervisor Signature

All hrs Clerk/Treas