

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

Report Date: 07/22/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:08:44 PM

07/07/2025 - 07/20/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	23.00	0.00	23.00
AD [General Admin]	511[CW]	29.00	0.00	29.00
AD [General Admin]	551[ECW]	3.25	0.00	3.25
EL [ADMIN-ELECTION]	551[ECW]	9.25	0.00	9.25
SE [Sewer]	305[SADW]	3.25	0.00	3.25
WA [Water]	605[WADW]	8.25	0.00	8.25
AD001 [PHELAN, LORI L] Total:		76.00	0.00	76.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	50.25	0.00	50.25
PA [Parks]	101[PAW]	16.75	0.00	16.75
SE [Sewer]	305[SADW]	2.00	0.00	2.00
WA [Water]	605[WADW]	2.00	0.00	2.00
AD005 [RINIKER, MARJORIE] Total:		71.00	0.00	71.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	6.25	0.00	6.25
PA [Parks]	101[PAW]	16.50	0.00	16.50
ST [Streets]	401[STW]	18.25	0.00	18.25
PW003 [JOHNSON, HARRY] Total:		41.00	0.00	41.00
Employee: PW006 [DOESCHER, JERRY]				
SE [Sewer]	301[SEW]	11.75	0.00	11.75
WA [Water]	601[WAW]	7.75	0.00	7.75
PW006 [DOESCHER, JERRY] Total:		19.50	0.00	19.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	30.00	1.00	31.00
WA [Water]	601[WAW]	10.00	1.00	11.00
PW007 [LARKINS, LAMONT] Total:		40.00	2.00	42.00
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	28.00	0.00	28.00
ST [Streets]	401[STW]	45.25	0.00	45.25
SP004 [MECKLEY, KEVIN] Total:		73.25	0.00	73.25
Grand Totals:		320.75	2.00	322.75

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/14/2025

07/07/2025 - 07/13/2025 [7 days]

Report Time: 7:48:30 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
07/07/2025 Mon	501 [TRW]	07:57AM	12:56PM	5.0000000		8.25
	501 [TRW]	01:35PM	04:47PM	3.2500000		
07/08/2025 Tue	501 [TRW]	08:05AM	04:11PM	8.2500000		11.00
	501 [TRW]	06:18PM	09:03PM	2.7500000		
07/09/2025 Wed	501 [TRW]	09:27AM	12:42PM	3.2500000		6.50
	501 [TRW]	01:24PM	04:41PM	3.2500000		
07/10/2025 Thu	501 [TRW]	08:04AM	01:00PM	5.0000000		7.75
	501 [TRW]	01:46PM	04:35PM	2.7500000		
07/11/2025 Fri	501 [TRW]	08:03AM	12:05PM	4.0000000		4.00
07/12/2025 Sat	501 [TRW]	09:30PM*	10:39PM	1.2500000		1.25

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									127.50
3 [SICK]									50.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	38.75		38.75					
TOTALS		38.75		38.75					186.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Lori L. Phelan

Employee Signature

X _____

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of June 30-July 6, 2025

Monday 7/7

- Clerk (4.75 hrs)
 - Timesheet distribution for review & signatures
 - Resident concern
 - Add MR & KM vacation time in WH
 - July sick time accruals added
- Treasurer (1 hr)
 - Create new GL account for Park Rental Income
- Utility (2.5 hrs)
 - Assist customer online payment
 - Tenant information
 - Assist Dave w/CCR filing (Water 1.5 hr)

Tuesday 7/8

- Clerk
 - Board meeting
- Utility (Water 2 hrs)
 - CCR
- Treasurer (2 hrs)
 - Prepare checks
 - Farmers Market budget

Wednesday 7/9

- Clerk (
 - Minutes
 - Resolution 2025-04
 - Notice of Amended Ordinance 5.07 (5)
- Utility (3 hrs water)
 - CMAR
 - SRC

Thursday 7/10

- Clerk
 -
- Treasurer
 - Payroll (4 hrs)

Friday 7/11

- Clerk
 - Election machine (1 hr)
- Treasurer
 - Farmers Market budget

Saturday 7/12

- Treasurer (1 hr)
 - Ehlers reports
 - FM emails
- Clerk (15 min)
 - Timesheet adjustments

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/14/2025

07/07/2025 - 07/13/2025 [7 days]

Report Time: 7:48:30 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
07/07/2025 Mon	701 [ADSW]	08:01AM	01:43PM	5.7500000		10.50
	701 [ADSW]	02:35PM	04:30PM	2.0000000		
	701 [ADSW]	06:21PM	08:53PM	2.7500000		
07/08/2025 Tue	701 [ADSW]	07:52AM	12:33PM	4.7500000		7.75
	701 [ADSW]	01:35PM	04:25PM	3.0000000		
07/09/2025 Wed	701 [ADSW]	08:09AM	01:26PM	5.2500000		7.75
	701 [ADSW]	02:06PM	04:30PM	2.5000000		
07/10/2025 Thu	701 [ADSW]	07:51AM	02:29PM	6.7500000		6.75
07/11/2025 Fri	701 [ADSW]	07:54AM	12:03PM	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
3 [SICK]									24.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.75		36.75					
TOTALS		36.75		36.75					104.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Week of July 7 – July 11

Monday -

- Utility payments (.5 hr)
- Customer help
- Invoicing
- P&R meeting prep

Tuesday -

- Utility payments (.25 hr)
- FB posts
- Library monitor
- P&R meeting minutes
- Invoicing
- Looking for food trucks

Wednesday -

- Utility payments (.25 hr)
- Invoicing
- Filing
- FB event posts

Thurs –

- Utility payments (.25)
- FB Posts
- Invoicing
- Follow-up calls

Fri –

- Utility payments (.25)
- FB Posts
- Invoicing

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/14/2025

07/07/2025 - 07/13/2025 [7 days]

Report Time: 7:48:30 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
07/07/2025 Mon	401 [STW]	08:06AM	01:19PM	5.2500000		5.25
07/08/2025 Tue	401 [STW]	07:56AM	12:05PM	4.0000000		4.00
07/09/2025 Wed	401 [STW]	08:05AM	12:52PM	4.7500000		4.75
07/10/2025 Thu	401 [STW]	08:11AM	12:36PM	4.2500000		4.25
07/11/2025 Fri	401 [STW]	08:02AM	12:02PM	4.0000000		4.00

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	22.25		22.25					
TOTALS		22.25		22.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 7/7 Pulled out base stakes in small ball diamond, mowed front of RCC and other side of fence, mowed green shed shed, cardinal waypond across from Burger Mart, dragged Home Talent field

Tue 7/8 repaired ball diamond base plates, worked at RCC, replaced soap dispenser in mens bathroom, emptied garbage

Wed 7/9 dragged ball field with big drag & mowed, mowed part of Park & playground

Thurs 7/10 picked up rocks in infield, mowed outside of dog park & along H/H/H

Fri 7/11 Dragged Home Talent field, mowed rest of park, took lime to Home Talent shed

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/14/2025

07/07/2025 - 07/13/2025 [7 days]

Report Time: 7:48:30 AM

PW006 [DOESCHER, JERRY]			
Employee ID	PW006	DEPT(G2)	PW
Pay Type	3	Last Name	DOESCHER
Pay Policy	300	First Name	JERRY

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/07/2025 Mon	301 [SEW]	06:26AM	07:31AM	1.0000000		1.00
07/08/2025 Tue	301 [SEW]	05:43AM	07:16AM	1.5000000		1.50
07/09/2025 Wed	301 [SEW]	05:45AM	07:31AM	1.7500000		1.75
07/10/2025 Thu	301 [SEW]	05:51AM	07:56AM	2.2500000		2.25
07/11/2025 Fri	301 [SEW]	05:58AM	07:28AM	1.5000000		1.50
07/12/2025 Sat	601 [WAW]	07:53AM	09:53AM*	2.0000000		2.00
07/13/2025 Sun	601 [WAW]	07:08AM	09:08AM*	2.0000000		2.00

Summary - PW006 [DOESCHER, JERRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
301 [SEW]	1[UNUSED]	8.00		8.00					
601 [WAW]	1[UNUSED]	4.00		4.00					
TOTALS		12.00		12.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/14/2025

07/07/2025 - 07/13/2025 [7 days]

Report Time: 7:48:30 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
07/07/2025 Mon	401 [STW]	06:18PM	08:46PM	2.5000000		2.50
07/08/2025 Tue	401 [STW]	07:00AM	12:30PM	5.5000000		9.75
	401 [STW]	01:00PM	03:30PM	2.5000000		
07/09/2025 Wed	401 [STW]	06:47PM	08:30PM	1.7500000		8.00
	401 [STW]	07:00AM	12:00PM	5.0000000		
07/10/2025 Thu	401 [STW]	12:30PM	03:30PM	3.0000000		8.00
	401 [STW]	07:00AM	12:00PM	5.0000000		
07/11/2025 Fri	401 [STW]	12:30PM	03:30PM	3.0000000		5.00
	401 [STW]	06:59AM	11:59AM	5.0000000		

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									24.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	33.25		33.25					
TOTALS		33.25		33.25					32.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Monday July 7th 2025

Park N Rec meeting – 2 hours

Tuesday July 8th 2025

Picked up brush – 2 hours

Parts run – 2 hours

Mowed soccer field, dog park and park – 4 hours

Wednesday July 9th 2025

Mowed treatment plant, fire station, park and depot – 4 hours

Street sweeping – 4 hours

Thursday July 10th 2025

Hauled brush – 1 hour

Pushed back brush and compost piles – 1 hour

Weed whacked – 3 hours

Helped Ridgeway Township patch road – 3 hours

Friday July 11th 2025

Cleaned Park bathrooms – 3 hours

Weed whacked east side of town – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/21/2025

07/14/2025 - 07/20/2025 [7 days]

Report Time: 8:03:51 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
07/14/2025 Mon	501 [TRW]	07:44AM	01:25PM	5.7500000		8.50
	501 [TRW]	02:07PM	04:46PM	2.7500000		
07/15/2025 Tue	501 [TRW]	07:49AM	12:42PM	5.0000000		11.00
	501 [TRW]	01:21PM	04:30PM	3.2500000		
	501 [TRW]	08:37PM	11:17PM	2.7500000		
07/16/2025 Wed	501 [TRW]	08:01AM	01:17PM	5.2500000		10.25
	501 [TRW]	01:51PM	04:32PM	2.7500000		
	501 [TRW]	09:02PM	11:22PM	2.2500000		
07/17/2025 Thu	501 [TRW]	01:09PM	04:25PM	3.2500000		3.25
07/18/2025 Fri	501 [TRW]	08:01AM	12:20PM	4.2500000		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]									127.50
3 [SICK]									50.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	37.25		37.25					

TOTALS		37.25		37.25					186.25
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of July 14-20, 2025

Monday 7/14

- Clerk
 - Meet with new hire
 - Main St/HHH Steering Comm
- Treasurer
 - DSPS Fire Dues
- Utility
 - Insurance claim-Sampler

Tuesday 7/15

- Clerk (2 hrs)
 - Meet w/Brad
 - Letters
 - Marshal
 - Rep Jacobson
- Utility (30 min)
 - WWTP product search
- Treasurer
 - 2026 Budget items
 - Cash drawer-concessions
- Election Clerk
 - WisVote

Wednesday 7/16

- Treasurer
 - Bank Reconciliation
 - Credit card
 - Employee cards
 - Transaction entries
 - Remote deposit
 - ACH payment ETF Health
- Election Clerk
 - WisVote
- Utility (2 hrs)
 - ACH utility files to FSB
 - Train MR
 - Finish posting in utility
 - Interface/post in accounting

Thursday 7/17

- Election Clerk
 - WisVote

Friday 7/18

- Clerk (3 hrs)
 - Purge files no longer needed to be kept
 - Assist LL w/email and calendar
- Utility-Esri Arc GIS (1 hr)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/18/2025

07/14/2025 - 07/20/2025 [7 days]

Report Time: 9:41:44 AM

AD005 [RINIKER, MARJORIE]

Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

Time Card

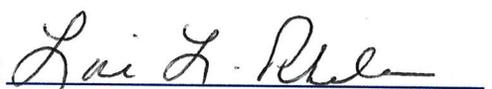
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/14/2025 Mon	701 [ADSW]	07:52AM	02:08PM	6.5000000		8.25
	701 [ADSW]	02:43PM	04:30PM	1.7500000		
07/15/2025 Tue	701 [ADSW]	07:48AM	01:29PM	5.7500000		8.50
	701 [ADSW]	02:03PM	04:47PM	2.7500000		
07/16/2025 Wed	701 [ADSW]	07:53AM	02:59PM	7.0000000		7.75
	701 [ADSW]	03:43PM	04:32PM	0.7500000		
07/17/2025 Thu	701 [ADSW]	07:45AM	03:26PM	7.7500000		7.75
07/18/2025 Fri	701 [ADSW]	07:43AM	09:40AM	2.0000000		2.00

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
3 [SICK]									24.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	34.25		34.25					
TOTALS		34.25		34.25					104.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Week of July 14 – July 18

Monday -

- Utility work (.5 hr)
- Notary study
- Customer help
- invoicing

Tuesday -

- Utility work (.25 hr)
- FB posts
- Library monitor
- Furniture moving
- Notary test/application

Wednesday -

- Utility work (.75 hr)
- FB event posts
- Gift bricks

Thurs –

- Utility work (.75)
- FB Post scheduling
- Invoicing
- Furniture moving
- Meeting with UHH

Fri –

- Utility payments (.5)
- FB Posts
- Invoicing
- Gift bricks
- Out early

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/21/2025

07/14/2025 - 07/20/2025 [7 days]

Report Time: 8:03:51 AM

PW003 [JOHNSON, HARRY]			
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
07/15/2025 Tue	401 [STW]	07:59AM	12:59PM	5.0000000		5.00
07/16/2025 Wed	401 [STW]	08:00AM	01:05PM	5.0000000		5.00
07/17/2025 Thu	401 [STW]	08:04AM	12:06PM	4.0000000		4.00
07/18/2025 Fri	401 [STW]	07:54AM	12:38PM	4.7500000		4.75

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]	18.75		18.75					
TOTALS		18.75		18.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Tues 7/15 Emptyed garbage at RCC, mowed corner of 181st + AHH, part of park, both ball fields + driveway, mowed village shop lawn
 Wed 7/16 Emptyed garbage at shop, mowed Vets Memorial, depot, park & playground, mowed floor at RCC
 Thurs 7/17 cleaned deck on mower, pressure washed mower
 Fri 7/18 Emptyed garbage at RCC, mowed along AHH, green shed, cardinal way pond, across from church, next to Budget Mart

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/21/2025

07/14/2025 - 07/20/2025 [7 days]

Report Time: 8:03:51 AM

PW006 [DOESCHER, JERRY]

Employee ID	PW006	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	DOESCHER	First Name	JERRY

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/14/2025 Mon	301 [SEW]	05:44AM	07:45AM*	2.0000000		2.00
07/15/2025 Tue	301 [SEW]	05:41AM	07:51AM	2.0000000		2.00
07/16/2025 Wed	301 [SEW]	06:02AM	07:38AM	1.7500000		1.75
07/17/2025 Thu	301 [SEW]	05:47AM	07:34AM	1.7500000		1.75

Summary - PW006 [DOESCHER, JERRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
301 [SEW]	1[UNUSED]	7.50		7.50					
TOTALS		7.50		7.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT



 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/21/2025

07/14/2025 - 07/20/2025 [7 days]

Report Time: 8:08:26 AM

PW007 [LARKINS, LAMONT]			
Employee ID	PW007	DEPT(G2)	PW
Pay Type	3	Last Name	LARKINS
Pay Policy	300	First Name	LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/14/2025 Mon	301 [SEW]	05:44AM*	12:00PM*	6.2500000		8.00
	301 [SEW]	12:30PM*	02:17PM*	1.7500000		
07/15/2025 Tue	301 [SEW]	05:59AM	11:30AM	5.5000000		8.00
	301 [SEW]	12:00PM	02:31PM	2.5000000		
07/16/2025 Wed	301 [SEW]	06:00AM	12:02PM	6.0000000		8.00
	301 [SEW]	12:33PM	02:31PM	2.0000000		
07/17/2025 Thu	301 [SEW]	05:59AM	11:31AM	5.5000000		8.00
	301 [SEW]	12:02PM	02:36PM	2.5000000		
07/18/2025 Fri	301 [SEW]	06:00AM	12:00PM	6.0000000		6.00
07/19/2025 Sat	601 [WAW]	06:44AM	08:44AM*	2.0000000		2.00
07/20/2025 Sun	601 [WAW]	09:30AM	10:30AM* <i>11:30</i>		1.0000000	1.00

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
301 [SEW]	1[UNUSED]	38.00		38.00					
601 [WAW]	1[UNUSED]	2.00	1.00	3.00					
TOTALS		40.00	2.00 <i>UP</i>	42.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Village of Ridgeway Time Log for the week of: July 14th 2025

Name: Lamont Larkins

Date	Hrs/Dept	Description
7-14	2 HRS WATER	DAILY OPER LOCATE
	6 HRS SEWER	DAILY OPER LEARNING SYSTEM

Date	Hrs/Dept	Description
7-15	2 HRS WATER	DAILY OPER LOCATE, TALKED WITH CONTRACTOR
	6 HRS SEWER	DAILY OPER SAMPLING LEARNING SYSTEM

Date	Hrs/Dept	Description
7-16	2 HR WATER	DAILY OPER
	6 HR SEWER	CONTACTED DNR DAILY OPER

Date	Hrs/Dept	Description
7-17	1.5 WATER	DAILY OPER
	6.5 SEWER	DAILY OPER, DECANT WASTES REVIEWED LTV

Date	Hrs/Dept	Description
7-18	1.5 WATER	DAILY OPER LOCATE
	4.5 SEWER	DAILY OPER CLEANED BASIN

Date	Hrs/Dept	Description
7-19	W/S	DAILY CHECKS

Date	Hrs/Dept	Description

Date	Hrs/Dept	Description

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/21/2025

07/14/2025 - 07/20/2025 [7 days]

Report Time: 8:10:26 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
07/14/2025 Mon	401 [STW]	07:00AM	12:00PM	5.0000000		8.00
	401 [STW]	12:29PM	03:30PM	3.0000000		
07/15/2025 Tue	401 [STW]	07:00AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
07/16/2025 Wed	401 [STW]	07:00AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
07/17/2025 Thu	401 [STW]	07:00AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
07/18/2025 Fri	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:29PM	3.0000000		

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									24.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					32.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday July 14th 2025

Hauled brush – 1 hour

Mowed CC, Well, Main St., West end of town, dog park, pond and park – 7 hours

Tuesday July 15th 2025

Changed all garbage – 1 hour

Weed whacked CC, dog park, well, west end of town, park, pond and main St. – 4 hours

Cut up and hauled down tree from cemetery – 1 hour

Mowed cemetery – 2 hours

Wednesday July 16th 2025

Weed whacked rest of park, cemetery, depot, green and ditch line – 4 hours

Mowed rest of dog park, fire station and treatment plant – 4 hours

Thursday July 17th 2025

Cut down overgrown weeds on back side of ball field – 4 hours

Sprayed all weed around both ball fields – 3 hours

Mowed weeds by dog park – 1 hour

Friday July 18th 2025

Cleaned park bathrooms – 2 hours

Fixed washed out shoulder on Hughit St. – 3 hours

Weed whacked east side of town, green shed and mowed CC – 3 hours

Work log hours for timesheet allocations per 2025 budget

07/07-13/25								07/14-20/25								Totals							
		Reg	OT	Vacation	Holiday	Sick				Reg	OT	Vacation	Holiday	Sick		Reg	OT	Vacation	Holiday	Sick			
work									work									work					
hours									hours									hours					
Dept									Dept									Dept					
Percent									Percent									Percent					
Lori	38.75			0.00	0.00	0.00	38.75	Lori	37.25			0.00	0.00	0.00	37.25	Lori	76.00	0.00	0.00	0.00	0.00	76.00	
C/T	85.00%	32.94	0.00	0.00	0.00	0.00	0.00	C/T	85.00%	31.66	0.00	0.00	0.00	0.00	31.66	C/T	64.60	0.00	0.00	0.00	0.00	64.60	
SewerAdm	5.00%	1.94	0.00	0.00	0.00	0.00	0.00	SewerAdm	5.00%	1.86	0.00	0.00	0.00	0.00	1.86	SewerAdm	3.80	0.00	0.00	0.00	0.00	3.80	
Election Adm	5.00%	1.94	0.00	0.00	0.00	0.00	0.00	Election Adm	5.00%	1.86	0.00	0.00	0.00	0.00	1.86	Election Adm	3.80	0.00	0.00	0.00	0.00	3.80	
WaterAdm	5.00%	1.94	0.00	0.00	0.00	0.00	0.00	WaterAdm	5.00%	1.86	0.00	0.00	0.00	0.00	1.86	WaterAdm	3.80	0.00	0.00	0.00	0.00	3.80	
Marj	36.75	0.00	0.00	0.00	0.00	0.00	36.75	Marj	34.25			0.00	0.00	0.00	34.25	Marj	71	0	0	0	0	71.00	
AdmSvs	50.00%	18.38	0.00	0.00	0.00	0.00		AdmSvs	50.00%	17.13	0.00	0.00	0.00	0.00		AdmSvs	35.50	0.00	0.00	0.00	0.00	35.50	
SewerAdm	7.50%	2.76	0.00	0.00	0.00	0.00		SewerAdm	7.50%	2.57	0.00	0.00	0.00	0.00		SewerAdm	5.33	0.00	0.00	0.00	0.00	5.33	
WaterAdm	7.50%	2.76	0.00	0.00	0.00	0.00		WaterAdm	7.50%	2.57	0.00	0.00	0.00	0.00		WaterAdm	5.33	0.00	0.00	0.00	0.00	5.33	
Park Wages	35.00%	12.86	0.00	0.00	0.00	0.00		Park Wages	35.00%	11.99	0.00	0.00	0.00	0.00		Park Wages	24.85	0.00	0.00	0.00	0.00	24.85	
Harry	22.25						22.25	Harry	18.75						18.75	Harry	41					41.00	
Park	30.00%	6.68						Park	30.00%	5.63						Park	12.30		0.00	0.00	0.00	12.30	
Street	35.00%	7.79						Street	35.00%	6.56						Street	14.35		0.00	0.00	0.00	14.35	
FacMaint	35.00%	7.79						FacMaint	35.00%	6.56						FacMaint	14.35		0.00	0.00	0.00	14.35	
Jerry	12.00			0.00	0.00	0.00	12.00	Jerry	7.50	0.00	0.00	0.00	0.00	7.50	Jerry	19.5	0	0	0	0	19.50		
Streets	10.00%	1.20	0.00	0.00	0.00	0.00		Streets	10.00%	0.75	0.00	0.00	0.00	0.00		Streets	1.95	0.00	0.00	0.00	0.00	1.95	
Sewer	70.00%	8.40	0.00	0.00	0.00	0.00		Sewer	70.00%	5.25	0.00	0.00	0.00	0.00		Sewer	13.65	0.00	0.00	0.00	0.00	13.65	
Water	20.00%	2.40	0.00	0.00	0.00	0.00		Water	20.00%	1.50	0.00	0.00	0.00	0.00		Water	3.90	0.00	0.00	0.00	0.00	3.90	
Lamont	0.00						0.00	Lamont	40.00	2.00	0.00	0.00	0.00	42.00	Lamont	40.00	2					42.00	
Streets	10.00%	0.00						Streets	10.00%	4.00	0.20	0.00	0.00	0.00		Streets	4.00	0.20	0.00	0.00	0.00	4.20	
Sewer	70.00%	0.00						Sewer	70.00%	28.00	1.40	0.00	0.00	0.00		Sewer	28.00	1.40	0.00	0.00	0.00	29.40	
Water	20.00%	0.00						Water	20.00%	8.00	0.40	0.00	0.00	0.00		Water	8.00	0.40	0.00	0.00	0.00	8.40	
Kevin	33.25	0.00	0.00	0.00	0.00	0.00	33.25	Kevin	40.00	0.00	0.00	0.00	0.00	40.00	Kevin	73.25	0	0	0	0	73.25		
Park	20.00%	6.65	0.00	0.00	0.00	0.00		Park	20.00%	8.00	0.00	0.00	0.00	0.00		Park	14.65	0.00	0.00	0.00	0.00	14.65	
Sewer	10.00%	3.33	0.00	0.00	0.00	0.00		Sewer	10.00%	4.00	0.00	0.00	0.00	0.00		Sewer	7.33	0.00	0.00	0.00	0.00	7.33	
Water	10.00%	3.33	0.00	0.00	0.00	0.00		Water	10.00%	4.00	0.00	0.00	0.00	0.00		Water	7.33	0.00	0.00	0.00	0.00	7.33	
Streets	60.00%	19.95	0.00	0.00	0.00	0.00		Streets	60.00%	24.00	0.00	0.00	0.00	0.00		Streets	43.95	0.00	0.00	0.00	0.00	43.95	

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

Report Date: 07/22/2025

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

Report Time: 4:04:43 PM

07/07/2025 - 07/20/2025 [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
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		32.25		-0.25			48.00				80.00
PD [Police] Total:		32.25	0.00	-0.25	0.00	0.00	48.00	0.00	0.00	0.00	80.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		32.25	0.00	-0.25	0.00	0.00	48.00	0.00	0.00	0.00	80.00
<i>Head Count:</i>											1
Grand Total:		32.25	0.00	-0.25	0.00	0.00	48.00	0.00	0.00	0.00	80.00
<i>Head Count:</i>											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/14/2025

07/07/2025 - 07/13/2025 [7 days]

Report Time: 7:48:30 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	Reg Hrs	OT Hrs	Daily Total
07/08/2025 Tue	201 [POW]	06:00PM*	11:00PM*	5.0000000		5.00
07/09/2025 Wed	204 [POV]			8.0000000		8.00
07/10/2025 Thu	201 [POW]	09:39AM*	08:45PM*	11.0000000		11.00
07/11/2025 Fri	201 [POW]	08:00PM*	11:58PM*	4.0000000		4.00
07/12/2025 Sat	201 [POW]	04:00PM*	11:57PM	8.0000000		8.00
07/13/2025 Sun	201 [POW]	10:59AM	03:20PM	4.2500000		4.25

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					89.75		8.00		81.75
3 [SICK]									121.00
6 [FH]									
201 [POW]	1[UNUSED]	32.25		32.25					
204 [POV]	1[UNUSED]	8.00		8.00					
TOTALS		40.25		40.25	89.75		8.00		202.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/21/2025

07/14/2025 - 07/20/2025 [7 days]

Report Time: 8:03:51 AM

PD011 [GORHAM, MICHAEL]

Employee ID	PD011	DEPT(G2)	PD	Pay Policy	203
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

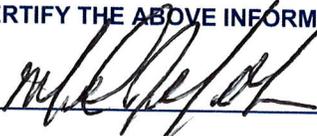
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/14/2025 Mon	204 [POV]			8.0000000		8.00
07/15/2025 Tue	204 [POV]			8.0000000		8.00
07/16/2025 Wed	204 [POV]			8.0000000		8.00
07/17/2025 Thu	204 [POV]			8.0000000		8.00
07/18/2025 Fri	204 [POV]			8.0000000		8.00
07/20/2025 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]					81.75		40.00		41.75
3 [SICK]									121.00
6 [FH]									
204 [POV]	1[UNUSED]	40.00		40.00					
208 [PADJ]	1[UNUSED]	-0.25		-0.25					
TOTALS		39.75		39.75	81.75		40.00		162.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature