

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

Report Date: 08/05/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 4:45:20 PM

07/21/2025 - 08/03/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	9.25	0.00	9.25
AD [General Admin]	504[TRV]	7.75	0.00	7.75
AD [General Admin]	511[CW]	20.75	0.00	20.75
AD [General Admin]	514[CV]	7.00	0.00	7.00
EL [ADMIN-ELECTION]	551[ECW]	6.75	0.00	6.75
SE [Sewer]	305[SADW]	5.00	0.00	5.00
SE [Sewer]	308[SADV]	6.00	0.00	6.00
WA [Water]	605[WADW]	5.25	0.00	5.25
WA [Water]	608[WADV]	6.00	0.00	6.00
AD001 [PHELAN, LORI L] Total:		73.75	0.00	73.75
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	31.25	0.00	31.25
AD [General Admin]	704[ADSV]	30.60	0.00	30.60
SE [Sewer]	305[SADW]	5.45	0.00	5.45
WA [Water]	605[WADW]	5.45	0.00	5.45
AD005 [RINIKER, MARJORIE] Total:		72.75	0.00	72.75
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	4.75	0.00	4.75
PA [Parks]	101[PAW]	22.00	0.00	22.00
ST [Streets]	401[STW]	23.25	0.00	23.25
PW003 [JOHNSON, HARRY] Total:		50.00	0.00	50.00
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	57.00	2.50	59.50
WA [Water]	601[WAW]	23.00	5.00	28.00
PW007 [LARKINS, LAMONT] Total:		80.00	7.50	87.50
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	23.00	0.00	23.00
SE [Sewer]	301[SEW]	1.00	2.00	3.00
ST [Streets]	401[STW]	31.00	1.75	32.75
ST [Streets]	404[STV]	24.00	0.00	24.00
WA [Water]	601[WAW]	1.00	2.00	3.00
SP004 [MECKLEY, KEVIN] Total:		80.00	5.75	85.75
Grand Totals:		356.50	13.25	369.75

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/28/2025

07/21/2025 - 07/27/2025 [7 days]

Report Time: 9:47:08 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
07/22/2025 Tue	301 [SEW]	05:55AM	07:55AM*	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]	2.00		2.00					
TOTALS		2.00		2.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Jerry Doesch*
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/28/2025

07/21/2025 - 07/27/2025 [7 days]

Report Time: 9:47:08 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
07/21/2025 Mon	401 [STW]	08:02AM	12:47PM	4.7500000		4.75
07/22/2025 Tue	401 [STW]	08:01AM	12:58PM	5.0000000		5.00
07/23/2025 Wed	401 [STW]	08:03AM	12:34PM	4.5000000		4.50
07/24/2025 Thu	401 [STW]	08:04AM	01:12PM	5.2500000		5.25
07/25/2025 Fri	401 [STW]	07:55AM	12:40PM	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]	24.25		24.25					
TOTALS		24.25		24.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

7/21^{Mon} Plowed part of FCC so other side of fence, Volley ball area well #1, shop area, ditches at HH, corner of HH/50/18/15
 7/22^{Tues} set up MY room & sloped floors, Plowed park, Vets Memorial Train Depot
 7/23^{Wed} Put plow and salt in green shed, work at FCC, worked at park, clean vets memorial concrete
 7/24^{Thurs} Plowed along HH, playground, both ball fields
 7/25^{Fri} pushed back brush pile, Plowed park, Volley ball area, part of FCC

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/28/2025

07/21/2025 - 07/27/2025 [7 days]

Report Time: 9:47:08 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
07/21/2025 Mon	301 [SEW]	05:55AM	11:30AM	5.5000000		8.00
	301 [SEW]	12:02PM	02:33PM	2.5000000		
07/22/2025 Tue	301 [SEW]	05:58AM	11:31AM	5.5000000		8.25
	301 [SEW]	12:00PM	02:38PM	2.7500000		
07/23/2025 Wed	301 [SEW]	06:00AM	12:07PM	6.0000000		9.75
	301 [SEW]	12:37PM*	02:30PM	2.0000000		
	301 [SEW]	05:45PM*	07:27PM*	1.7500000		
07/24/2025 Thu	301 [SEW]	05:56AM	11:50AM	5.7500000		8.00
	301 [SEW]	12:20PM	02:30PM	2.2500000		
07/25/2025 Fri	301 [SEW]	05:43AM	11:31AM	5.7500000		8.00
	301 [SEW]	12:00PM	02:15PM	0.2500000	2.0000000	
07/27/2025 Sun	301 [SEW]	04:42PM	06:42PM*		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
301 [SEW]	1[UNUSED]	40.00	4.00	44.00					
TOTALS		40.00	4.00	44.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log July 20-July25

Sunday 07/20/2025:

System Checks-2 hours

Monday 07/21/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations

Sprayed weeds at sewer plant- 6 hours

Tuesday 07/22/2025:

Water Daily Operations

Created DNR sing account for reporting – 2 hours

Sewer Daily Operations

Created DNR sign in account for reporting

Sprayed weeds at sewer plant – 6 hours

Wednesday 07/23/2025:

Water Daily Operations– 2 hours

Sewer Daily Operations

Digger Locates-6 hours

Thursday 07/24/2025

Water Daily Operations-4

Reviewing Plan Sets

Sewer Daily Operations

Reviewing Plan Sets-4

Friday 07/25/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations

Weekly Cleaning

Sprayed weeds -6 hours

Sunday 07/27/25

Lift Station Alarm Collins Street – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/28/2025

07/21/2025 - 07/27/2025 [7 days]

Report Time: 9:47:09 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
07/21/2025 Mon	401 [STW]	07:00AM	12:30PM	5.500000		8.00
	401 [STW]	01:00PM	03:30PM	2.500000		
07/22/2025 Tue	401 [STW]	07:00AM	12:15PM	5.250000		8.00
	401 [STW]	12:45PM	03:30PM	2.750000		
07/23/2025 Wed	401 [STW]	07:00AM	12:15PM	5.250000		9.75
	401 [STW]	12:45PM	03:30PM	2.750000		
	401 [STW]	05:52PM	07:27PM	1.750000		
07/24/2025 Thu	401 [STW]	07:00AM	12:00PM	5.000000		8.00
	401 [STW]	12:30PM	03:30PM	3.000000		
07/25/2025 Fri	401 [STW]	07:00AM	12:00PM	5.000000		8.00
	401 [STW]	12:28PM	03:30PM	1.250000	1.750000	
07/26/2025 Sat	301 [SEW]	08:05AM	10:05AM*		2.000000	2.00
07/27/2025 Sun	601 [WAW]	06:48AM	08:48AM*		2.000000	2.00

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
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	1.75	41.75					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	5.75	45.75					32.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Monday July 21st 2025

Fixed walk way to park – 2 hours

Hauled brush – 1 hour

Mowed and weed whacked park – 5 hours

Tuesday July 22nd 2025

Fixed washed out shoulder on Hughit St. – 2 hours

Changed all garbage – 2 hours

Mowed treatment plant and fire station – 4 hours

Wednesday July 23rd 2025

Greased lawn mowers – 1 hour

Sprayed weeds around both ball fiels – 2 hours

Mowed soccer field, cemetery and west end of town – 5 hours

Thursday July 24th 2025

Hauled brush – 2 hours

Cut weeds by dog park – 2 hours

Pushed brush and compost piles back – 2 hours

Sprayed weeds around dog park – 2 hours

Friday July 25th 2025

Cleaned bathrooms at park – 3 hours

Mowed dog park – 2 hours

Weed whacked – 3 hours

Saturday July 26th

Weekend rounds – 2 hours

Sunday July 27th

Weekend rounds – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/28/2025

07/21/2025 - 07/27/2025 [7 days]

Report Time: 9:47:08 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
07/21/2025 Mon	501 [TRW]	07:55AM	12:33PM	4.5000000		8.25
	501 [TRW]	01:01PM	04:39PM	3.7500000		
07/22/2025 Tue	501 [TRW]	07:57AM	12:44PM	4.7500000		8.25
	501 [TRW]	01:15PM	04:38PM	3.5000000		
07/23/2025 Wed	501 [TRW]	07:58AM	04:21PM	8.2500000		11.00
	501 [TRW]	05:32PM	08:09PM	2.7500000		
07/24/2025 Thu	501 [TRW]	07:56AM	01:56PM	6.0000000		6.00
07/25/2025 Fri	501 [TRW]	07:59AM	12:09PM	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]	37.75		37.75					
TOTALS		37.75		37.75					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 July 21-27, 2025

Monday 7/21

- Clerk
 - Workshop Agenda
 - Election (1 hr)
- Treasurer
 - Concession stand (1 hr)
 - Enter invoices (30 min)
- Utility
 - Receipts, Customer direct pay set up - 2 hrs
 - Sewer Credit policy - 30 min

Tuesday 7/22

- Clerk
 - Payroll
 - Timesheet allocations
- Utility (4 hrs)
 - Receipts
 - Preview late fees
- Treasurer (1 hr)
 - Remote deposit

Wednesday 7/23

- Clerk
 - Update public works Amazon account
 - WRS new employee submission
 - Process payroll
 - Steering committee meeting, minutes (2 hrs)
- Treasurer (1.5 hrs)
 - WRS and withholding tax reports and payments
- Utility (1.5 Hrs)
 - Process late fees
 - Esri

Thursday 7/24 (out early)

- Clerk
 - BOT agenda
 - Emails
- Treasurer (2.5 hr)
 - Remote deposit
 - Budget workbook prep
- Utility receipts (1 hr)

Friday 7/25

- Clerk (3 hr)
 - EE Insurance
 - EE Uniforms
- Utility (1 hr)
 - Receipts
 - Assist customer

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/05/2025

07/21/2025 - 07/27/2025 [7 days]

Report Time: 4:18:24 PM

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
07/21/2025 Mon	704 [ADSV]			8.0000000		8.00
07/22/2025 Tue	704 [ADSV]			8.0000000		8.00
07/23/2025 Wed	704 [ADSV]			8.0000000		8.00
07/24/2025 Thu	704 [ADSV]			8.0000000		8.00
07/25/2025 Fri	704 [ADSV]			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]									24.00
6 [FH]									8.00
704 [ADSV]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00	72.00		36.00		68.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker
Employee Signature

x Dri L. Phelan
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/04/2025

07/28/2025 - 08/03/2025 [7 days]

Report Time: 12:44:47 PM

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
07/28/2025 Mon	401 [STW]	07:57AM	12:33PM	4.5000000		4.50
07/29/2025 Tue	401 [STW]	08:00AM	01:08PM	5.2500000		5.25
07/30/2025 Wed	401 [STW]	08:06AM	12:11PM	4.2500000		4.25
07/31/2025 Thu	401 [STW]	07:55AM	12:29PM	4.5000000		4.50
	401 [STW]	01:20PM	03:30PM	2.2500000		6.75
08/01/2025 Fri	401 [STW]	07:57AM	12:56PM	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]	25.75		25.75					
TOTALS		25.75		25.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Just [Signature]*
Supervisor Signature

Mon 7/28 Mowed green shed, pond, both ball fields & dragged, etc mowed
 Tues 7/29 Picked up branches at pond, trimmed at park, mowed valley ball area, park & picnic grounds
 Wed 7/30 cleaned park bathrooms, work at ACC
 Thurs 7/31 Killed rats in walk way at park, picked up brush, mowed ACC, well #1, corner of HAH & 151, took lawn mower tire to Farm & Fleet
 Fri 8/1 Picked up tire at Farm & Fleet, ordered third tire cable for UTV
 Mowed along HAH

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/04/2025

07/28/2025 - 08/03/2025 [7 days]

Report Time: 12:44:47 PM

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
07/28/2025 Mon	301 [SEW]	05:45AM	12:00PM	6.2500000		8.25
	301 [SEW]	12:29PM	02:30PM	2.0000000		
07/29/2025 Tue	301 [SEW]	06:20AM	11:30AM	5.2500000		7.50
	301 [SEW]	12:00PM	02:20PM	2.2500000		
07/30/2025 Wed	301 [SEW]	05:45AM	11:30AM	5.7500000		8.00
	301 [SEW]	12:00PM	02:16PM	2.2500000		
07/31/2025 Thu	301 [SEW]	06:07AM	11:30AM	5.5000000		7.75
	301 [SEW]	12:03PM	02:22PM	2.2500000		
08/01/2025 Fri	301 [SEW]	05:57AM	11:30AM	5.5000000		8.00
08/02/2025 Sat	301 [SEW]	12:00PM	02:30PM	2.5000000		8.00
08/02/2025 Sat	301 [SEW]	08:13AM	10:13AM*	0.5000000	1.5000000	2.00
08/03/2025 Sun	601 [WAW]	09:40AM	11:40AM*		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
3 [SICK]						4.00			4.00
301 [SEW]	1[UNUSED]	40.00	1.50	41.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	3.50	43.50		4.00			4.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Lamont Larkins

Weekly Work Log July 28-July25

Sunday 07/27/2025:

~~Alarm Collins Street lift station - 2 hours~~

Monday 07/28/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations

Reviewed maps and did locates - 6 hours

Tuesday 07/29/2025:

Water Daily Operations - 2

Sewer Daily Operations

Sprayed weeds at sewer plant, community center and water tower – 6 hours

Wednesday 07/30/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations and prepared reporting logs for the month

Worked on truck crane -6 hours

Thursday 07/31/2025

Water Daily Operations

Reviewing Plan Sets and locates - 4

Sewer Daily Operations

Locates and driveway permit-4

Friday 08/01/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations

Weekly Cleaning

Sprayed weeds -6 hours

Saturday 08/02/25 System checks – 2 hours

Sunday 08/03/25 System checks – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/04/2025

07/28/2025 - 08/03/2025 [7 days]

Report Time: 12:55:54 PM

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
07/28/2025 Mon	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
07/29/2025 Tue	401 [STW]	06:58AM	12:00PM	5.0000000		8.00
	401 [STW]	12:26PM	03:30PM	3.0000000		
07/30/2025 Wed	404 [STV]			8.0000000		8.00
07/31/2025 Thu	404 [STV]			8.0000000		8.00
08/01/2025 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]					80.00		24.00		56.00
3 [SICK]					24.00	4.00			28.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	16.00		16.00					
404 [STV]	1[UNUSED]	24.00		24.00					
TOTALS		40.00		40.00	104.00	4.00	24.00		92.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Kevin

Monday July 28th 2025

Weed wacked cemetery – 1 hour

Checked all garbage 1 – hour

Mowed park, depot, cemetery and shop – 6 hours

Tuesday July 29th 2025

Meter reading – 2 hours

Cleaned mower deck and sharpened blades – 2 hours

Sprayed weeds – 2 hours

Mowed park – 2 hours

Wednesday July 30th 2025

Vacation

Thursday July 31st 2025

Vacation

Friday August 1st 2025

Vacation

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/04/2025

07/28/2025 - 08/03/2025 [7 days]

Report Time: 12:44:47 PM

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
07/28/2025 Mon	514 [CV]			1.0000000		
	501 [TRW]	08:59AM	03:59PM	7.0000000		8.00
07/29/2025 Tue	514 [CV]			8.0000000		8.00
07/30/2025 Wed	504 [TRV]			8.0000000		8.00
07/31/2025 Thu	514 [CV]			6.0000000		
	504 [TRV]			2.0000000		8.00
08/01/2025 Fri	504 [TRV]			1.7500000		
	501 [TRW]	08:52AM	11:05AM	2.2500000		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]					127.50		26.75		100.75
3 [SICK]					50.75	4.00			54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	9.25		9.25					
504 [TRV]	1[UNUSED]	11.75		11.75					
514 [CV]	1[UNUSED]	15.00		15.00					
TOTALS		36.00		36.00	178.25	4.00	26.75		163.50

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 28-Aug 3, 2025

Monday 7/28 VACATION (1 hr)

- Clerk (.75 hr)
 - Adjust Gorham timesheet
 - Print timesheets to be distributed
- Treasurer (.5 hr)
 - State ACH deposits
 - Bank rec prep
 - DNR Grant reimbursement documents
- Election training (5.75 hrs)

Tuesday 7/29 VACATION

Wednesday 7/30 VACATION

Thursday 7/31 VACATION

Friday 8/1 VACATION (1.75 hrs)

- Treasurer (2.25 hrs)
 - Issue checks/signatures
 - Concession stand reconciliation

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/04/2025

07/28/2025 - 08/03/2025 [7 days]

Report Time: 12:44:47 PM

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
07/28/2025 Mon	701 [ADSW]	07:52AM	12:27PM	4.7500000		8.25
	701 [ADSW]	12:58PM	04:31PM	3.5000000		
07/29/2025 Tue	701 [ADSW]	07:55AM	12:17PM	4.2500000		8.00
	701 [ADSW]	12:44PM	04:30PM	3.7500000		
07/30/2025 Wed	701 [ADSW]	07:47AM	12:26PM	4.7500000		8.25
	701 [ADSW]	12:58PM	04:29PM	3.5000000		
07/31/2025 Thu	701 [ADSW]	07:53AM	12:30PM	4.5000000		8.00
	701 [ADSW]	12:57PM	04:35PM	3.5000000		
08/01/2025 Fri	701 [ADSW]	07:51AM	11:56AM	4.2500000		4.25

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]					24.00	4.00			28.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.75		36.75					
TOTALS		36.75		36.75	24.00	4.00			72.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Week of July 28 – Aug 1

Monday -

- Utility work (1 hr)
- Customer help
- Office catch up
- invoicing
- FB posting

Tuesday -

- Utility work (3 hrs)
- FB posts
- Library monitor
- invoicing

Wednesday -

- Utility work (.75 hr)
- FB event posts
- Cleaning/sorting cases
- Library issue

Thurs –

- Utility work (.75)
- FB Post scheduling
- Helped library ladies move/organize
- P&R agenda
- invoicing

Fri –

- FB Posts
- Invoicing
- Email catch up/clean up in box/follow ups

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

Report Date: 08/05/2025

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

Report Time: 9:39:57 AM

07/21/2025 - 08/03/2025 [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]		72.00						8.00			80.00
PD [Police] Total:		72.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	80.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		72.00	0.00	0.00	0.00	0.00	0.00	8.00	0.00	0.00	80.00
<i>Head Count:</i>											1
Grand Total:		72.00 ✓	0.00	0.00	0.00	0.00	0.00	8.00 ✓	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: 07/28/2025

07/21/2025 - 07/27/2025 [7 days]

Report Time: 9:47:08 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
07/22/2025 Tue	201 [POW]	12:05PM*	06:15PM*	6.2500000		6.25
07/23/2025 Wed	203 [POS]			8.0000000		8.00
07/24/2025 Thu	201 [POW]	03:44PM	11:39PM	8.0000000		8.00
07/25/2025 Fri	201 [POW]	06:01PM	01:05AM	7.0000000		7.00
07/26/2025 Sat	201 [POW]	05:36PM	12:05AM*	6.5000000		6.50
07/27/2025 Sun	201 [POW]	12:10PM	04:32PM	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]									41.75
3 [SICK]					121.00		8.00		113.00
6 [FH]									
201 [POW]	1[UNUSED]	32.00		32.00					
203 [POS]	1[UNUSED]	8.00		8.00					
TOTALS		40.00		40.00	121.00		8.00		154.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/04/2025

07/28/2025 - 08/03/2025 [7 days]

Report Time: 1:54:08 PM

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
07/28/2025 Mon	201 [POW]	06:55PM	09:19PM	2.2500000		2.25
07/29/2025 Tue	201 [POW]	10:34AM	10:13PM	11.7500000		11.75
07/30/2025 Wed	201 [POW]	10:55AM	08:47PM	9.7500000		9.75
08/01/2025 Fri	201 [POW]	12:01PM*	02:45PM*	2.7500000		
	201 [POW]	08:00PM*	03:00AM*	7.0000000		9.75
08/02/2025 Sat	201 [POW]	02:12PM*	05:54PM*	3.7500000		3.75
08/03/2025 Sun	201 [POW]	12:28PM	03:17PM*	2.7500000		
	208 [PADJ]					2.75

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									41.75
3 [SICK]					113.00	4.00			117.00
6 [FH]									
201 [POW]	1[UNUSED]	40.00		40.00					
208 [PADJ]	1[UNUSED]								
TOTALS		40.00		40.00	113.00	4.00			158.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____

Employee Signature

X _____

Supervisor Signature