

Employee Timecard - Hourly Distribution Report

Report Date: 05/23/2022

05/16/2022 - 05/22/2022 [7 days]

Report Time: 12:00:24 PM

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
05/16/2022 Mon	205 [POP]	06:30PM*	12:45AM*	6.25	6.2500000	
05/17/2022 Tue	205 [POP]	10:00AM*	10:30PM*	12.50	12.5000000	
05/18/2022 Wed	205 [POP]	04:30PM*	02:10AM*	9.75	9.7500000	
05/19/2022 Thu	201 [POW]	01:01PM	11:15PM	10.25	10.2500000	
05/20/2022 Fri	201 [POW]	12:22PM	09:50PM	9.50	9.5000000	
05/21/2022 Sat	201 [POW]	03:01PM	11:00PM*	8.00	8.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									82.00
3 [SICK]									123.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	27.75		27.75					
205 [POP]	1[UNUSED]	28.50		28.50					
TOTALS		56.25		56.25					213.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 05/31/2022

05/23/2022 - 05/29/2022 [7 days]

Report Time: 8:16:23 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
05/23/2022 Mon	205 [POP]	08:00AM*	04:00PM*	8.00	8.0000000	
05/27/2022 Fri	201 [POW]	07:38PM	01:17AM	5.50	5.5000000	
05/28/2022 Sat	205 [POP]	05:00PM*	01:00AM*	8.00	8.0000000	
05/29/2022 Sun	201 [POW]	10:57AM	03:51PM		4.7500000	
	208 [PADJ]			-5.75	-10.5000000	

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									82.00
3 [SICK]									123.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	10.25		10.25					
205 [POP]	1[UNUSED]	16.00		16.00					
208 [PADJ]	1[UNUSED]	-10.50		-10.50					
TOTALS		15.75		15.75					213.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 05/23/2022

05/16/2022 - 05/22/2022 [7 days]

Report Time: 9:10:14 AM



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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/16/2022 Mon	501 [TRW]	07:59AM	04:30PM	8.50	8.5000000	
05/17/2022 Tue	501 [TRW]	08:07AM	01:00PM*		5.0000000	
	501 [TRW]	01:30PM*	04:30PM*	8.00	3.0000000	
05/18/2022 Wed	501 [TRW]	08:00AM	11:30AM*		3.5000000	
	501 [TRW]	12:30PM*	04:39PM	7.75	4.2500000	
05/19/2022 Thu	501 [TRW]	08:00AM*	05:31PM*	9.50	9.5000000	
05/20/2022 Fri	501 [TRW]	08:00AM*	02:21PM*	6.25	6.2500000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									94.50
3 [SICK]									72.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					174.75

Water Admin = 2 Sewer Admin = 2 Clerk/Treas Admin = 36

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Hailey Roessler
Employee Signature

x _____
Supervisor Signature

General : Resident Inquiries, Village Cleanup Days, Collection + Reporting;
 Comm. Ctr. Construction; Ball Park Estimates; Cardinal Way
 Lot Closing 5/16/22; Dig Ticket/Ball Park; Meeting Coordination/
 Posting/Packets; Property Variance + Zoning Applications;
 2021 Construction Coordination/Notices/Resident Inquiries;
 Liquor License Apps; Operator licenses; Utilities - Rates; Seasonal
 Consumption Calc.; Posting; Planning; Payroll Processing
 5/18/22 Library Closure

Employee Timecard - Hourly Distribution Report

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Report Time: 8:16:23 AM

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

Time Card							
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs	
05/23/2022 Mon	501 [TRW]	08:00AM*	12:08PM*	8.00	4.2500000		
	501 [TRW]	12:42PM*	04:36PM*				3.7500000
05/24/2022 Tue	501 [TRW]	08:04AM	12:41PM	8.25	4.7500000		
	501 [TRW]	01:04PM	04:31PM				3.5000000
05/25/2022 Wed	503 [TRS]			9.25	3.0000000		
	501 [TRW]	08:00AM*	09:00AM*				1.0000000
	501 [TRW]	12:20PM*	05:29PM				5.2500000
05/26/2022 Thu	501 [TRW]	08:03AM	11:40AM*	9.00	3.7500000		
	501 [TRW]	12:10PM*	05:36PM*				5.2500000
	501 [TRW]	08:17AM	12:02PM				3.7500000

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									94.50
3 [SICK]					72.25			3.00	69.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	35.25		35.25					
503 [TRS]	1[UNUSED]	3.00		3.00					
TOTALS		38.25		38.25	72.25			3.00	171.75

Water Admin = 3 Sewer Admin = 1 Gen Admin = 34.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Hailey Roessler
Employee Signature

X _____
Supervisor Signature

* Comm Ctr Construction Coordination / Est / Change Order etc.
 • Gov Email + Website Launch; Website Training, DATCP /
 Concession Stand; USDA Rural Development Audit;
 Utility Billing / Beacon; HR / Contract Mgmt; Fencing Est.
 Ballfield Est.; Plan Commission Coord.; Lic Licensing;
 Stewardship Grant App Follow-up; Tree Planting Plan;

Employee Timecard - Hourly Distribution Report

Report Date: 05/23/2022

05/16/2022 - 05/22/2022 [7 days]

Report Time: 12:00:24 PM

AD003 [JOHNSON, MAGGIE]			
Employee ID	AD003	DEPT(G2)	DC
Pay Type	3	Last Name	JOHNSON
		Pay Policy	550
		First Name	MAGGIE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/16/2022 Mon	511 [CW]	07:59AM	03:02PM	7.00	7.0000000	
05/17/2022 Tue	511 [CW]	08:00AM*	03:04PM	7.00	7.0000000	
05/18/2022 Wed	511 [CW]	08:00AM	11:30AM*		3.5000000	
	511 [CW]	02:15PM*	04:32PM	5.75	2.2500000	
05/19/2022 Thu	511 [CW]	08:01AM	03:12PM	7.25	7.2500000	
05/20/2022 Fri	513 [CS]				1.7500000	
	511 [CW]	07:59AM	12:01PM	5.75	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]									50.50
3 [SICK]					43.00		1.75		41.25
6 [FH]									8.00
511 [CW]	1[UNUSED]	31.00		31.00					
513 [CS]	1[UNUSED]	1.75		1.75					
TOTALS		32.75		32.75	43.00		1.75		99.75

Parks = 2 Dep Clerk = 26.75 Water Admin: 2
Sewer Admin: 2

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Maggie Johnson
Employee Signature

x Hailey Roessler
Supervisor Signature

General: Utility Payments, dog license, Marshal's mills, clean up item day

Monday: 4th of July, internship

Tuesday: Youth baseball storage w/ Brock Reesen, 4th of July poster, hydrant flushing post

Wednesday: library communication, prepped library

Thursday: Door tags, utility complaint file, tee ball post

Friday: Municode training, 4th of July

Employee Timecard - Hourly Distribution Report

Report Date: 05/31/2022

05/23/2022 - 05/29/2022 [7 days]

Report Time: 9:05:33 AM

AD003 [JOHNSON, MAGGIE]			
Employee ID	AD003	DEPT(G2)	DC
Pay Type	3	Last Name	JOHNSON
		Pay Policy	550
		First Name	MAGGIE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/23/2022 Mon	511 [CW]	08:02AM	03:15PM*	7.25	7.2500000	
05/24/2022 Tue	511 [CW]	08:00AM	03:00PM	7.00	7.0000000	
05/25/2022 Wed	511 [CW]	08:00AM	11:42AM		3.7500000	
	511 [CW]	11:58AM	03:04PM	6.75	3.0000000	
05/26/2022 Thu	511 [CW]	08:00AM	03:00PM	7.00	7.0000000	
05/27/2022 Fri	511 [CW]	07:59AM	11:58AM	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]									50.50
3 [SICK]									41.25
6 [FH]									8.00
511 [CW]	1[UNUSED]	32.00		32.00					
TOTALS		32.00		32.00					99.75

Water Admin = 3 Sewer Admin = 3 Dep Clerk = 26

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Monday: Cleaned office, 4th of July, Memorial week update communication, light pole cover quote

Tuesday: Municode website training, utility late fees, processed 10 day disconnects

Wednesday: Park & Rec agenda, 4th of July, concession stand sign

Thursday: Updated website forms, cleaned meter & updated trimble

Friday: updated email, cleaned

General: Utility payments, dog licenses, bus permits, Marshal's miles

Employee Timecard - Hourly Distribution Report

Report Date: 05/23/2022

05/16/2022 - 05/22/2022 [7 days]

Report Time: 9:10:15 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
05/16/2022 Mon	304 [SEV]				1.7500000	
	301 [SEW]	06:16AM	10:58AM		4.7500000	
	604 [WAV]			8.00	1.5000000	
05/17/2022 Tue	304 [SEV]				1.2500000	
	601 [WAW]	09:18AM	03:30PM		5.7500000	
	604 [WAV]			8.00	1.0000000	
05/18/2022 Wed	301 [SEW]	07:17AM	03:56PM	8.25	8.2500000	
05/19/2022 Thu	601 [WAW]	06:16AM	03:22PM	8.50	8.5000000	
05/20/2022 Fri	301 [SEW]	06:12AM	03:09PM	8.50	8.5000000	
05/21/2022 Sat	301 [SEW]	06:47AM	08:47AM*	2.00	2.0000000	
05/22/2022 Sun	601 [WAW]	08:01AM	10:01AM*	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]					140.25		5.50		134.75
3 [SICK]									234.50
6 [FH]									8.00
301 [SEW]	1[UNUSED]	23.50		23.50					
304 [SEV]	1[UNUSED]	3.00		3.00					
601 [WAW]	1[UNUSED]	16.25		16.25					
604 [WAV]	1[UNUSED]	2.50		2.50					
TOTALS		45.25		45.25	140.25		5.50		377.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jeff Brindley
Employee Signature

X _____
Supervisor Signature

Water - REG VAC
23.5 2.5
Sewer - 16.25 3
S - Vacation 3
W - Vacation 2.5

Total
23.5 26
16.25 19.25
3
2.5
45.25

Working with JT const and Delta 3 Water Tye ins.
Water and w.w. sampling etc.

Employee Timecard - Hourly Distribution Report

Report Date: 05/31/2022

05/23/2022 - 05/29/2022 [7 days]

Report Time: 8:16:23 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
05/23/2022 Mon	601 [WAW]	06:16AM	03:21PM	8.50	8.5000000	
05/24/2022 Tue	301 [SEW]	06:09AM	02:55PM	8.25	8.2500000	
05/25/2022 Wed	601 [WAW]	06:12AM	12:32PM		6.2500000	
	301 [SEW]	01:37PM	03:47PM	8.50	2.2500000	
05/26/2022 Thu	601 [WAW]	06:40AM	11:54AM	5.25	5.2500000	
05/27/2022 Fri	301 [SEW]	06:22AM	10:14AM		4.0000000	
	601 [WAW]	10:43AM	03:37PM	8.75	4.7500000	
05/28/2022 Sat	301 [SEW]	07:34AM	09:34AM*	2.00	0.7500000	1.2500000
05/29/2022 Sun	601 [WAW]	07:34AM	09:34AM*	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]									134.75
3 [SICK]									234.50
6 [FH]									8.00
301 [SEW]	1[UNUSED]	15.25	1.25	16.50					
601 [WAW]	1[UNUSED]	24.75	2.00	26.75					
TOTALS		40.00	3.25	43.25					377.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Jeff Brindley
Employee Signature

x _____
Supervisor Signature

	Reg	O.T.	Total
Water -	20	2.25	22.25
Sewer -	20	1.0	21.0
			<u>43.25</u>

JF construction water notices, Delta 3 assist, Hydrant flushing, water reads - USDA Audit treatment plant

Employee Timecard - Hourly Distribution Report



Report Date: 05/24/2022

05/16/2022 - 05/22/2022 [7 days]

Report Time: 8:52:37 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
05/21/2022 Sat	101 [PAW]	01:10PM*	03:30PM*	1.75	1.7500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
101 [PAW]	1[UNUSED]	1.75		1.75	Prior Bal	Adjust	Used	Earned	Available
TOTALS		1.75		1.75					

2.25 Parks

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
 Employee Signature

x *Hailey Ressler*
 Supervisor Signature

Mowed Parks green

Employee Timecard - Hourly Distribution Report

Report Date: 05/31/2022

05/23/2022 - 05/29/2022 [7 days]

Report Time: 8:16:23 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
05/23/2022 Mon	401 [STW]	08:20AM	01:00PM*	7.25	4.7500000	
	401 [STW]	01:40PM*	04:14PM*		2.5000000	
05/24/2022 Tue	401 [STW]	08:22AM	12:30PM*	7.00	4.2500000	
	401 [STW]	01:30PM*	04:14PM*		2.7500000	
05/25/2022 Wed	101 [PAW]	09:45AM*	11:45AM*	2.00	2.0000000	
05/26/2022 Thu	401 [STW]	08:32AM	12:30PM*	7.50	4.0000000	
	401 [STW]	01:00PM*	04:23PM*		3.5000000	
05/27/2022 Fri	401 [STW]	11:19AM	04:14PM	5.00	5.0000000	

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]	2.00		2.00					
401 [STW]	1[UNUSED]	26.75		26.75					
TOTALS		28.75		28.75					

7.25 Fac Maint 2 = Parks 19.5 Streets

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x Harry Johnson
Supervisor Signature

5/23 Mowed community center, green shed, carhead way
 5/24 Mowed playground, little league field, along road
 5/25 assembled table for concession stand
 5/26 Mowed fire station, community center, along road
 5/27 Mowed pump stations, old cemetery back streets
 along road

Employee Timecard - Hourly Distribution Report

Report Date: 05/23/2022

05/16/2022 - 05/22/2022 [7 days]

Report Time: 9:10:15 AM



SP002 [CULLEN, TANNER]

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

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/16/2022 Mon	401 [STW]	06:41AM	03:02PM	7.75	7.7500000	
05/17/2022 Tue	401 [STW]	07:03AM	03:36PM	8.00	8.0000000	
05/18/2022 Wed	401 [STW]	06:44AM	03:36PM	8.25	8.2500000	
05/19/2022 Thu	401 [STW]	06:44AM	03:01PM	7.75	7.7500000	
05/20/2022 Fri	401 [STW]	06:38AM	03:09PM	8.00	8.0000000	

Summary - SP002 [CULLEN, TANNER]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									100.50
3 [SICK]									124.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	39.75		39.75					
TOTALS		39.75		39.75					232.50

31.75 Streets Dept.
8hrs parks Dept.

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

x _____

Supervisor Signature

5/16 Filled and placed planters at R.C.C. pushed fill material over bank at wvtr. 7.75hrs Streets

5/17 8hrs Streets

5/18 made trip to farm and fleet for supplies. powerwashed skid loader/greased. 1hr parks Dept. 7.25 streets Dept.

5/19 Diagnosed hydro leak on gravelly mower. Took the mower to mueler's to be fixed brought a rental back. 3hrs parks. 4.75hrs Streets

5/20 Brushed hogged area for dog park and 4hrs parks graded a drive way for said dog park. 4hrs street

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
05/23/2022 Mon	401 [STW]	06:23AM	03:09PM	8.25	8.250000	
05/24/2022 Tue	401 [STW]	06:43AM	03:28PM	8.25	8.250000	
05/25/2022 Wed	401 [STW]	06:48AM	03:08PM	7.75	7.750000	
05/26/2022 Thu	401 [STW]	06:43AM	03:31PM	8.25	8.250000	
05/27/2022 Fri	401 [STW]	06:17AM	01:54PM	7.25	7.250000	

Summary - SP002 [CULLEN, TANNER]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									100.50
3 [SICK]									124.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	39.75		39.75					
TOTALS		39.75		39.75					232.50

1hr parks dept
38.75 streets dept

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

x _____

Employee Signature

Supervisor Signature

5/23 Flushed/painted hydrants. (8.25 water dept)

5/24 (1hr parks dept) Emptied trash cans re

stocked and cleaned park Bathrooms. (7.25hrs streets)

5/25 (7.75hrs streets Dept.)

5/26 sand patched poles. Went through Road Striper made sure everything was in emotional. (8hrs streets dept)

5/27 (7.25hrs streets Dept.)