

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

Report Date: 04/05/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:10:05 PM

03/18/2024 - 03/31/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	54.25 ✓	0.00	54.25
AD [General Admin]	502[TRH]	2.00 ✓	0.00	2.00
AD [General Admin]	511[CW]	- 2.00 ✓	0.00	2.00
AD [General Admin]	512[CH]	2.00 ✓	0.00	2.00
EL [ADMIN-ELECTION]	511[CW]	- 12.50 ✓	0.00	12.50
SE [Sewer]	305[SADW]	2.25 ✓	0.00	2.25
WA [Water]	605[WADW]	2.25 ✓	0.00	2.25
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>77.25</b>	<b>0.00</b>	<b>77.25</b> ✓
<b>Employee: AD004 [CUSHMAN, SHYANNE]</b>				
DC [Deputy Clerk]	511[CW]	- 56.25 ✓	0.00	56.25
DC [Deputy Clerk]	512[CH]	4.00 ✓	0.00	4.00
EL [ADMIN-ELECTION]	511[CW]	- 3.00 ✓	0.00	3.00
SE [Sewer]	305[SADW]	4.75 ✓	0.00	4.75
WA [Water]	605[WADW]	4.75 ✓	0.00	4.75
<b>AD004 [CUSHMAN, SHYANNE] Total:</b>		<b>72.75</b>	<b>0.00</b>	<b>72.75</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	32.75 ✓	0.00	32.75
ST [Streets]	401[STW]	8.25 ✓	0.00	8.25
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>41.00</b>	<b>0.00</b>	<b>41.00</b> ✓
<b>Employee: PW005 [PETERSON, DALE]</b>				
PA [Parks]	101[PAW]	1.00 ✓	0.00	1.00
SE [Sewer]	301[SEW]	34.00 ✓	0.75 ✓	34.75
SE [Sewer]	302[SEH]	2.00 ✓	0.00	2.00
SE [Sewer]	303[SES] ✓	2.00 ✓	0.00	2.00
SE [Sewer]	304[SEV] ✓	2.00 ✓	0.00	2.00
SP [Streets Plowing]	401[STW]	3.00 ✓	0.00	3.00
WA [Water]	601[WAW]	30.00 ✓	0.75 ✓	30.75
WA [Water]	602[WAH]	2.00 ✓	0.00	2.00
WA [Water]	603[WAS] ✓	4.00 - 2.0	0.00	4.00 2.0
WA [Water]	604[WAV] ✓	4.00 - 2.0	0.00	4.00 2.0
<b>PW005 [PETERSON, DALE] Total:</b>		<b>84.00 80</b>	<b>1.50</b>	<b>85.50 81.50</b>
<b>Employee: SP003 [LOSBY, BRADEN]</b>				
PA [Parks]	101[PAW]	3.00 ✓	0.00	3.00
SE [Sewer]	301[SEW]	13.00 ✓	2.00 ✓	15.00
ST [Streets]	401[STW]	25.00 ✓	0.50 ✓	25.50
ST [Streets]	402[STH]	4.00 ✓	0.00	4.00
ST [Streets]	404[STV]	40.00 ✓	0.00	40.00
WA [Water]	601[WAW]	1.00 ✓	2.00 ✓	3.00
<b>SP003 [LOSBY, BRADEN] Total:</b>		<b>86.00</b>	<b>4.50</b>	<b>90.50</b> ✓

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

Report Date: 04/05/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:10:05 PM

03/18/2024 - 03/31/2024 [14 days]

DEPT	(G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Grand Totals:</b>			<del>361.00</del> 357.00	6.00	<del>367.00</del> 363.00

END OF REPORT

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

<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	Reg Hrs	OT Hrs	Daily Total
03/18/2024 Mon	401 [STW]	08:03AM	12:18PM	4.2500000		4.25
03/19/2024 Tue	401 [STW]	08:09AM	11:45AM	3.5000000		3.50
03/20/2024 Wed	401 [STW]	08:02AM	12:34PM	4.5000000		4.50
03/21/2024 Thu	401 [STW]	08:07AM	11:57AM	4.0000000		4.00
03/22/2024 Fri	401 [STW]	05:11AM	10:00AM	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]	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 3/18 Put up pickleball net, stacked bathrooms, cleaned village shop  
 Tues 3/19 cleaned interior of F-550 truck, took softer spreader to green shed, emptied garbage at shop, checked electrical at park  
 Wed 3/20 Took ac units from portable building to treatment plant, pushed back brush gully, pushed siding and boards in pill, put up fence around portable building  
 Thurs 3/21 cleaned & stacked bathrooms, got snow plows ready  
 Fri 3/22 Plowed snow & cleared sidewalks  
 Fac Maint 12.75 Streets 8.25

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

Report Date: 03/25/2024

03/18/2024 - 03/24/2024 [7 days]

Report Time: 8:42:23 AM

<b>AD004 [CUSHMAN, SHYANNE]</b>					
Employee ID	AD004	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/18/2024 Mon	511 [CW]	08:00AM	12:09PM	4.2500000		8.00
	511 [CW]	12:39PM	04:30PM	3.7500000		
03/19/2024 Tue	511 [CW]	07:57AM	12:04PM	4.0000000		8.00
	511 [CW]	12:34PM	04:30PM	4.0000000		
03/20/2024 Wed	511 [CW]	07:59AM	12:02PM	4.0000000		4.00
03/21/2024 Thu	511 [CW]	07:58AM	11:26AM	3.5000000		8.00
	511 [CW]	11:57AM	04:32PM	4.5000000		
03/22/2024 Fri	511 [CW]	07:57AM	12:56PM	5.0000000		8.00
	511 [CW]	01:27PM	04:30PM	3.0000000		

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]									12.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>128.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
 Employee Signature

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

Dup Clerk 31.0  
 Sewer 2.5  
 Water 2.5

## Time Distribution

<b>Monday</b>	Utility Payments (1 hour) Youth Baseball Social Social Posting Dog Licenses Farmers Market Flyer
<b>Tuesday</b>	Utility Payments (1 hour) Storytime Event Social Posting Library Checkouts/Donations/Volunteers Material Inventory (Water) for Dale (1.5 Hours)
<b>Wednesday</b>	(Half Day) Easter Volunteers Utility Payments (45 minutes) Social Posting Dog Licenses Car Show Planning
<b>Thursday</b>	Utility Payments/Update Trimble (2 hours) Bank Run Grant Research (1.5 hours) Social Posting Rental - Gym Dog Licenses
<b>Friday</b>	Utility/Late Charges/Stamp Run (2.25 hour) Social Posting Dog Licenses Material Inventory (Water) for Dale (1 hour) Park & Rec Planning Items

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

Report Date: 03/25/2024

03/18/2024 - 03/24/2024 [7 days]

Report Time: 8:42:23 AM

<b>AD001 [PHELAN, LORI L]</b>			
Employee ID	AD001	DEPT(G2)	AD
Pay Type	3	Last Name	PHELAN
		Pay Policy	500
		First Name	LORI L

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/18/2024 Mon	501 [TRW]	07:59AM	01:09PM	5.2500000		
	501 [TRW]	01:52PM	04:55PM	3.2500000		8.50
03/19/2024 Tue	501 [TRW]	07:55AM	12:58PM	5.0000000		
	501 [TRW]	01:29PM	04:30PM	3.0000000		8.00
03/20/2024 Wed	501 [TRW]	07:56AM	11:30AM*	3.5000000		
	501 [TRW]	11:58AM	04:30PM	4.5000000		8.00
03/21/2024 Thu	501 [TRW]	07:53AM	12:03PM	4.0000000		4.00
03/22/2024 Fri	501 [TRW]	07:56AM	12:18PM	4.2500000		
	501 [TRW]	12:48PM	04:51PM	4.0000000		8.25
03/24/2024 Sun	501 [TRW]	04:46PM	06:37PM	1.7500000		1.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									96.00
3 [SICK]									4.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	38.50		38.50					
<b>TOTALS</b>		<b>38.50</b>		<b>38.50</b>					<b>108.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Treasurer 32.0  
 Elect. Adm 4.0  
 Sewer 1.25  
 Water 1.25

## Time Distribution Work Log Week of March 18-22, 2024

### Monday

- Email review/respond as needed/forward as needed
- Print and distribute timesheets for review and signatures
- Auditors on site
- Mail absentee ballots
- Create ACH Utility files and upload to FSB

### Tuesday

- Emails
- Auditors on site
- Process ACH utility payments
- Allocate Timesheets

### Wednesday

- Election Administration
  - Set up ICE Voting machine
  - Pre-lat Test
  - Post Notice of Public Test
  - Schedule Election Workers/Training
- Emails
- Audit work

### Thursday

- Emails
- Work with SC get trimble ready
- Allocate timesheets
- Half Day

### Friday

- Emails
- FirstNet-port and sim for DP's phone
- Meet w/MC
- Process payroll
- Bank deposit

### Sunday

- Election webinar training

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

Report Date: 03/25/2024

03/18/2024 - 03/24/2024 [7 days]

Report Time: 8:42:23 AM

**PW005 [PETERSON, DALE]**

Employee ID	PW005	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	PETERSON	First Name	DALE

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/18/2024 Mon	301 [SEW]	06:41AM	11:53AM	5.2500000		8.25
	301 [SEW]	12:28PM*	03:27PM	3.0000000		
03/19/2024 Tue	301 [SEW]	06:56AM	11:56AM	5.0000000		8.00
	301 [SEW]	12:27PM	03:26PM	3.0000000		
03/20/2024 Wed	301 [SEW]	09:32AM	03:29PM	6.0000000		6.00
03/21/2024 Thu	301 [SEW]	06:00AM	04:30PM	10.5000000		10.50
03/22/2024 Fri	301 [SEW]	04:39AM	11:27AM	6.7500000		6.75
03/23/2024 Sat	301 [SEW]	08:03AM	10:03AM*	0.5000000	1.5000000	2.00

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

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									72.00
3 [SICK]									6.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	1.50	41.50					
<b>TOTALS</b>		<b>40.00</b>	<b>1.50</b>	<b>41.50</b>					<b>86.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

sewer 26.0 .75  
 Parks 1.0  
 Streets Plow 3.0  
 Water 14.0 .75



Dale Peterson Weekly Work Log 3-18-2024

Monday 3-18-2024:

Daily Labs at WWTP 2 Hours

Met with pest control for tour of village properties 1 Hour, Changed oil in compressors at WWTP 5 Hours.

Tuesday 3-19-2024:

Daily Labs at WWTP 2 Hours

Checked in with Alliant and Parkitecture with Park project issues 2 Hours, Changed oil in Sewer Truck 2 Hours, Cleaned skimmers etc 2 Hours.

Wednesday 3-20-2024

Daily Labs at WWTP 2 Hours

Cleaned and scrubbed the clarifiers and skimmers 4 Hours.

Thursday: 3-21-2024:

Daily Labs at WWTP 2 Hours

J&R Sales Expo in Dubuque 8.5 Hours

Friday 3-22-2024:

Daily Labs at WWTP 2 Hours

Plowing 3 Hours, Meter Reads 2 Hours.

Saturday 3-23-2024:

Weekend Rounds 2 Hours

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

Report Date: 03/25/2024

03/18/2024 - 03/24/2024 [7 days]

Report Time: 8:56:51 AM

#### SP003 [LOSBY, BRADEN]

Employee ID	SP003	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/18/2024 Mon	404 [STV]			8.0000000		8.00
03/19/2024 Tue	404 [STV]			8.0000000		8.00
03/20/2024 Wed	404 [STV]			8.0000000		8.00
03/21/2024 Thu	404 [STV]			8.0000000		8.00
03/22/2024 Fri	404 [STV]			8.0000000		8.00
03/24/2024 Sun	401 [STW]	09:49AM	11:49AM*	2.0000000		2.00

#### Summary - SP003 [LOSBY, BRADEN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					86.25		40.00		46.25
3 [SICK]									31.75
6 [FH]									8.00
7 [BREV]									
401 [STW]	1[UNUSED]	2.00		2.00					
404 [STV]	1[UNUSED]	40.00		40.00					
<b>TOTALS</b>		<b>42.00</b>		<b>42.00</b>	<b>86.25</b>		<b>40.00</b>		<b>86.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL

Employee Signature

X 

Supervisor Signature

Streets Vac 40.0  
Sewer 1.0  
Water 1.0

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

Report Date: 04/01/2024

03/25/2024 - 03/31/2024 [7 days]

Report Time: 11:28:54 AM

#### AD004 [CUSHMAN, SHYANNE]

Employee ID	AD004	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/25/2024 Mon	511 [CW]	07:58AM	12:07PM	4.0000000		
	511 [CW]	12:37PM*	04:28PM	4.0000000		8.00
03/26/2024 Tue	511 [CW]	07:58AM	12:00PM	4.0000000		4.00
03/27/2024 Wed	511 [CW]	07:58AM	12:03PM	4.0000000		
	511 [CW]	01:05PM	06:08PM	5.2500000		9.25
03/28/2024 Thu	511 [CW]	08:00AM	11:13AM	3.2500000		
	511 [CW]	11:57AM	04:30PM	4.5000000		7.75
03/29/2024 Fri	512 [CH]			4.0000000		
	511 [CW]	03:00PM*	06:45PM*	3.7500000		7.75

#### Summary - AD004 [CUSHMAN, SHYANNE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									108.00
3 [SICK]									12.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	32.75		32.75					
512 [CH]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>36.75</b>		<b>36.75</b>					<b>128.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

Dep Clerk 25.25  
 Dep Clerk Hbl 4.0  
 Sewer Adm 2.25  
 Water Adm 2.25  
 Election Adm 3.0



## Time Distribution

- Monday**      Utility Payments (30 min)  
Dog Licenses  
Social Posting  
Park & Rec Planning Items
- Tuesday**      (Half Day)  
Utility Payments/Billing (3.5 hours)  
Social Posting
- Wednesday**      Utility Payments (30 min)  
Dog Licenses  
Election Training (3 hours)  
Social Posting  
Rental Information  
Library Volunteers/Coverage
- Thursday**      Utility Payments (10 min)  
Grant Work  
Election Training (30 minutes)  
Social Posting
- Friday**      (Half Day) 3-7pm  
Easter Egg Hunt

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

Report Date: 04/01/2024

03/25/2024 - 03/31/2024 [7 days]

Report Time: 10:07:07 AM

<b>AD001 [PHELAN, LORI L]</b>			
Employee ID	AD001	DEPT(G2)	AD
Pay Type	3	Last Name	PHELAN
		Pay Policy	500
		First Name	LORI L

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/25/2024 Mon	501 [TRW]	08:03AM	12:42PM	4.7500000		8.00
	501 [TRW]	01:16PM	04:32PM	3.2500000		
03/26/2024 Tue	501 [TRW]	08:00AM	11:21AM	3.2500000		8.00
	501 [TRW]	11:52AM	04:31PM	4.7500000		
03/27/2024 Wed	501 [TRW]	07:59AM	01:21PM	5.2500000		9.00
	501 [TRW]	02:33PM	06:22PM	3.7500000		
03/28/2024 Thu	501 [TRW]	07:59AM	12:21PM	4.2500000		5.25
	501 [TRW]	03:37PM	04:34PM	1.0000000		
03/29/2024 Fri	502 [TRH]			4.0000000		8.50
	501 [TRW]	07:56AM	12:32PM	4.5000000		

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									96.00
3 [SICK]									4.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	34.75		34.75					
502 [TRH]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>38.75</b>		<b>38.75</b>					<b>108.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan  
Employee Signature

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

Clerk 2.0  
Treas 22.25  
Clerk election 8.5  
Sewer Adm 1.0  
Water Adm 1.0  
Clerk Hbl 2.0  
Treas Hbl 2.0

## Time Distribution Work Log Week of March 25-30, 2024

### Monday

- Print and distribute timesheets
- US Cellular and First Net communication
- Election Administration
- Search SDWLP 2018 loan payment information
- Emails

### Tuesday

- Work w/SC - Utility billing **2.0 Hrs**
- Election Administration
- Emails
- Plan Commission Agenda/Public Hearing Notice publication

### Wednesday

- Agenda preparation
- Election Administration
- Emails
- Answer questions regarding 40 acre lot-Variance, conditional use
- Public Test and Election Inspector Training 2.0 hrs

### Thursday

- Prepare/send quarterly payroll and unemployment reports
- Election Administration
- Half Day

### Friday

- Utility Rec
- Bank Deposit
- Mail bills/send e-bills
- Election Administration

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

Report Date: 04/01/2024

03/25/2024 - 03/31/2024 [7 days]

Report Time: 10:14:10 AM

<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	Reg Hrs	OT Hrs	Daily Total
03/25/2024 Mon	604 [WAV]			2.0000000		8.00
	603 [WAS]			2.0000000		
	303 [SES]			2.0000000		
	304 [SEV]			2.0000000		
03/26/2024 Tue	301 [SEW]	06:54AM	12:07PM	5.0000000		8.00
	301 [SEW]	12:32PM	03:24PM	3.0000000		
03/27/2024 Wed	601 [WAW]	08:00AM*	04:00PM*	8.0000000		8.00
03/28/2024 Thu	301 [SEW]	08:00AM*	04:00PM*	8.0000000		8.00
03/29/2024 Fri	302 [SEH]			2.0000000		8.00
	601 [WAW]	08:00AM*	12:00PM*	4.0000000		
	602 [WAH]			2.0000000		

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					70.00		4.00		66.00
3 [SICK]					4.00		4.00		
6 [FH]									8.00
301 [SEW]	1[UNUSED]	16.00		16.00					
302 [SEH]	1[UNUSED]	2.00		2.00					
303 [SES]	1[UNUSED]	2.00		2.00					
304 [SEV]	1[UNUSED]	2.00		2.00					
601 [WAW]	1[UNUSED]	12.00		12.00					
602 [WAH]	1[UNUSED]	2.00		2.00					
603 [WAS]	1[UNUSED]	2.00		2.00					
604 [WAV]	1[UNUSED]	2.00		2.00					
<b>TOTALS</b>		<b>40.00</b>		<b>40.00</b>	<b>74.00</b>		<b>8.00</b>		<b>74.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

X \_\_\_\_\_

Employee Signature

Supervisor Signature

Sewer 8.0  
 Water 20.0  
 Sewer Sick 2.0  
 Water Sick 2.0

Sewer Vac 2.0  
 Water Vac 2.0  
 Sewer Hbl 2.0  
 Water Hbl 2.0

Dale Peterson Weekly Work Log 3-25-2024

Monday 3-25-2024:

8 Hours sick

Tuesday 3-26-2024:

Daily Labs at WWTP 2 Hours

Cleaning and scrubbing skimmers on clarifiers, removing built up grease and scum 6 Hours.

Wednesday 3-27-2024

WWRA Annual Conference in LaCrosse 8 Hours

Thursday: 3-28-2024:

WWRA Annual Conference in LaCrosse 8 Hours

Friday 3-29-2024:

WWRA Annual Conference in LaCrosse 4 Hours Good Friday 4 Hours Holiday



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

Report Date: 04/01/2024

03/25/2024 - 03/31/2024 [7 days]

Report Time: 10:07:07 AM

**SP003 [LOSBY, BRADEN]**

Employee ID	SP003	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

**Time Card**


Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/25/2024 Mon	401 [STW]	06:58AM	12:04PM	5.0000000		7.75
	401 [STW]	12:40PM	03:31PM	2.7500000		
03/26/2024 Tue	401 [STW]	06:55AM	12:22PM	5.2500000		7.75
	401 [STW]	12:55PM	03:30PM	2.5000000		
03/27/2024 Wed	401 [STW]	06:55AM	11:44AM	4.7500000		7.75
	401 [STW]	12:28PM	03:23PM	3.0000000		
03/28/2024 Thu	401 [STW]	07:00AM	11:46AM	4.7500000		7.75
	401 [STW]	12:34PM	03:32PM	3.0000000		
03/29/2024 Fri	402 [STH]			4.0000000		13.50
	401 [STW]	06:54AM	11:34AM	4.5000000		
	401 [STW]	12:11PM	03:22PM	3.0000000		
	401 [STW]	05:49PM	07:49PM*	1.5000000	0.5000000	
03/30/2024 Sat	401 [STW]	10:22AM	12:22PM*		2.0000000	2.00
03/31/2024 Sun	401 [STW]	09:24AM	11:24AM*		2.0000000	2.00

**Summary - SP003 [LOSBY, BRADEN]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									46.25
3 [SICK]									31.75
6 [FH]									8.00
7 [BREV]									
401 [STW]	1[UNUSED]	40.00	4.50	44.50					
402 [STH]	1[UNUSED]	4.00		4.00					

<b>TOTALS</b>		<b>44.00</b>	<b>4.50</b>	<b>48.50</b>					<b>86.00</b>
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Streets 25.0 .5  
 Parks 3.0  
 Sewer 12.0 2.0  
 Water 2.0  
 Streets Hol 4.0

Weekly Work Log March 25 – March 31 2024      Braden Losby

**Monday March 25 2024:**

Daily rounds. – 2 hours

Cleaning skimmers. – 3 hours

Looking over park project. – 1 hour

Emptying salt out of dump truck and taking blade off baby dump. – 2 hours

**Tuesday March 26 2024:**

Daily rounds. – 2 hours

Filling pot holes on well street and getting ready for Easter. – 3 hours

Farm and fleet run. – 1 hour

Looking over park equipment on Wisconsin surplus. – 2 hours

**Wednesday March 27 2024:**

Daily rounds. – 2 hours

Working on baby dump. – 2 hours

Cleaning skimmers. – 2 hours

Working on shop. – 2 hours

**Thursday March 28 2024:**

Daily rounds. – 2 hours

Washed trucks. – 3 hours

Cleaned clarifier A side. – 2 hours

Getting ready for Easter event. – 1 hour

**Friday March 29 2024:**

Daily rounds. – 2 hours

Rolling out gym mats and setting up sound system. – 2 hours

Filling in holes in front of school. – 1 hour

Cleaning clarifier b side. – 3 hours

Cleaning up after Easter egg hunt to prep for farmers market. – 2 hours

**Saturday March 30 2024:**

Weekend rounds. – 2 hours

**Sunday March 31 2024:**

Weekend rounds. – 2 hours

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

Report Date: 04/01/2024

03/25/2024 - 03/31/2024 [7 days]

Report Time: 10:07:07 AM

<b>PW003 [JOHNSON, HARRY]</b>			
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
03/25/2024 Mon	401 [STW]	08:03AM	11:49AM	3.7500000		3.75
03/26/2024 Tue	401 [STW]	08:00AM	12:04PM	4.0000000		4.00
03/27/2024 Wed	401 [STW]	08:01AM	12:13PM	4.2500000		4.25
03/28/2024 Thu	401 [STW]	07:58AM	12:00PM	4.0000000		4.00
03/29/2024 Fri	401 [STW]	08:03AM	12:01PM	4.0000000		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]	20.00		20.00					
<b>TOTALS</b>		<b>20.00</b>		<b>20.00</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

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

Mon 3/25 Put up fence behind RCC, Moped load room  
Went to Barneveld to look at playground equipment  
Tue 3/26 Scraped walls in room 205 and prepped for painting  
Wed 3/27 started painting room 205  
Thurs 3/28 Taped room 205, finished fencing for easter  
swept behind RCC  
Fri 3/29 Took down pickleball net, put down gym mat  
helped Braden with sound system, Took out garbage  
Vaccuumed south entry area, cleaned and stacked bathroom

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

Report Date: 04/05/2024

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

Report Time: 1:24:28 PM

03/18/2024 - 03/31/2024 [14 days]

Employee	Police Wages	Reg Hours	Adjust Police Wages	OT-1 Hours	Holidays Hours	Police Float Ho	Vacation Hours	Police Sick Hours	Police Grant Hours	Reg Hours	Total Hrs
<b>LOC: 1 [Village of Ridgeway]</b>											
<b>DEPT: PD [Police]</b>											
GORHAM, MICHAEL [PD011]		58.25	3.75		4.00		8.00 ✓	6.00 ✓			80.00
<b>PD [Police] Total:</b>		58.25	3.75	0.00	4.00	0.00	8.00	6.00		0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		58.25	3.75	0.00	4.00	0.00	8.00	6.00		0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>Grand Total:</b>		58.25	3.75	0.00	4.00	0.00	8.00	6.00		0.00	80.00
<b>Head Count:</b>											<b>1</b>

END OF REPORT

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

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

Report Date: 03/25/2024

03/18/2024 - 03/24/2024 [7 days]

Report Time: 8:42:23 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	Reg Hrs	OT Hrs	Daily Total
03/18/2024 Mon	203 [POS]			6.0000000		
	201 [POW]	07:24PM	10:00PM*	2.5000000		8.50
03/19/2024 Tue	201 [POW]	03:30PM*	12:00AM*	8.5000000		8.50
03/20/2024 Wed	201 [POW]	01:30PM*	01:00AM*	11.5000000		11.50
03/21/2024 Thu	201 [POW]	05:04PM	02:57AM	10.0000000		10.00
03/23/2024 Sat	201 [POW]	09:01PM	01:53AM	5.0000000		5.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									135.25
3 [SICK]					163.00		6.00		157.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	37.50		37.50					
203 [POS]	1[UNUSED]	6.00		6.00					
<b>TOTALS</b>		<b>43.50</b>		<b>43.50</b>	<b>163.00</b>		<b>6.00</b>		<b>300.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

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

Report Date: 04/01/2024

03/25/2024 - 03/31/2024 [7 days]

Report Time: 10:07:07 AM

<b>PD011 [GORHAM, MICHAEL]</b>					
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
03/25/2024 Mon	201 [POW]	07:18AM	06:15PM*	11.0000000		12.00
	201 [POW]	07:30PM*	08:30PM*	1.0000000		
03/26/2024 Tue	204 [POV]			8.0000000		8.00
03/29/2024 Fri	202 [POH]			4.0000000		
03/31/2024 Sun	201 [POW]	05:12PM	12:34AM	7.2500000		11.25
	201 [POW]	10:30PM*	12:00AM*	1.5000000		
	208 [PADJ]			3.7500000		5.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					135.25		8.00		127.25
3 [SICK]									157.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	20.75		20.75					
202 [POH]	1[UNUSED]	4.00		4.00					
204 [POV]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	3.75		3.75					
<b>TOTALS</b>		<b>36.50</b>		<b>36.50</b>	<b>135.25</b>		<b>8.00</b>		<b>292.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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