

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

Report Date: 03/21/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 11:51:09 AM

03/04/2024 - 03/17/2024 [14 days]

| DEPT (G2) | Paycode | Reg. Hrs | OT-1 | Total Hrs |
|---|-----------|---------------|-------------|---------------|
| Employee: AD001 [PHELAN, LORI L] | | | | |
| AD [General Admin] | 501[TRW] | 45.50 | 0.00 | 45.50 |
| AD [General Admin] | 511[CW] | 16.00 | 0.00 | 16.00 |
| EL [ADMIN-ELECTION] | 551[ECW] | 5.50 | 0.00 | 5.50 |
| SE [Sewer] | 305[SADW] | 5.75 | 0.00 | 5.75 |
| WA [Water] | 605[WADW] | 5.75 | 0.00 | 5.75 |
| AD001 [PHELAN, LORI L] Total: | | 78.50 | 0.00 | 78.50 |
| Employee: AD004 [CUSHMAN, SHYANNE] | | | | |
| DC [Deputy Clerk] | 511[CW] | 53.00 | 0.00 | 53.00 |
| SE [Sewer] | 305[SADW] | 9.50 | 0.00 | 9.50 |
| WA [Water] | 605[WADW] | 9.50 | 0.00 | 9.50 |
| AD004 [CUSHMAN, SHYANNE] Total: | | 72.00 | 0.00 | 72.00 |
| Employee: PW003 [JOHNSON, HARRY] | | | | |
| FM [FACILITES MAINTENANCE] | 611[FMW] | 25.00 | 0.00 | 25.00 |
| PA [Parks] | 101[PAW] | 20.00 | 0.00 | 20.00 |
| ST [Streets] | 401[STW] | 1.00 | 0.00 | 1.00 |
| PW003 [JOHNSON, HARRY] Total: | | 46.00 | 0.00 | 46.00 |
| Employee: PW005 [PETERSON, DALE] | | | | |
| SE [Sewer] | 301[SEW] | 40.25 | 0.00 | 40.25 |
| SE [Sewer] | 303[SES] | 4.00 | 0.00 | 4.00 |
| ST [Streets] | 401[STW] | 1.00 | 0.00 | 1.00 |
| WA [Water] | 601[WAW] | 29.00 | 0.00 | 29.00 |
| WA [Water] | 603[WAS] | 4.00 | 0.00 | 4.00 |
| PW005 [PETERSON, DALE] Total: | | 78.25 | 0.00 | 78.25 |
| Employee: SP003 [LOSBY, BRADEN] | | | | |
| PA [Parks] | 101[PAW] | 6.00 | 0.00 | 6.00 |
| SE [Sewer] | 301[SEW] | 16.00 | 0.00 | 16.00 |
| ST [Streets] | 401[STW] | 35.00 | 5.00 | 40.00 |
| WA [Water] | 601[WAW] | 19.75 | 0.00 | 19.75 |
| SP003 [LOSBY, BRADEN] Total: | | 76.75 | 5.00 | 81.75 |
| Grand Totals: | | 351.50 | 5.00 | 356.50 |

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/11/2024

03/04/2024 - 03/10/2024 [7 days]

Report Time: 9:35:12 AM

| | | | |
|-------------------------------|-------|------------|--------|
| AD001 [PHELAN, LORI L] | | | |
| 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 |
| 03/04/2024 Mon | 501 [TRW] | 07:57AM | 01:04PM | 5.0000000 | | |
| | 501 [TRW] | 01:38PM | 04:41PM | 3.0000000 | | 8.00 |
| 03/05/2024 Tue | 501 [TRW] | 08:02AM | 12:09PM | 4.2500000 | | |
| | 501 [TRW] | 12:45PM | 06:12PM | 5.5000000 | | 9.75 |
| 03/06/2024 Wed | 501 [TRW] | 07:58AM | 12:28PM | 4.5000000 | | |
| | 501 [TRW] | 01:24PM | 04:29PM | 3.0000000 | | 7.50 |
| 03/07/2024 Thu | 501 [TRW] | 08:03AM | 12:12PM | 4.2500000 | | 4.25 |
| 03/08/2024 Fri | 501 [TRW] | 07:55AM | 12:45PM* | 4.7500000 | | |
| | 511 [CW] | 01:15PM* | 06:43PM | 5.5000000 | | 10.25 |

| Summary - AD001 [PHELAN, LORI L] | | | | | | | | | |
|----------------------------------|-----------|--------------|------------|--------------|-----------|--------|------|--------|---------------|
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Accrual | | | | |
| | | | | | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | | | | | | 96.00 |
| 3 [SICK] | | | | | | | | | 4.00 |
| 6 [FH] | | | | | | | | | 8.00 |
| 501 [TRW] | 1[UNUSED] | 34.25 | | 34.25 | | | | | |
| 511 [CW] | 1[UNUSED] | 5.50 | | 5.50 | | | | | |
| TOTALS | | 39.75 | | 39.75 | | | | | 108.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Clerk 12.0
 Treas 25.25
 Sewer Adm 1.25
 Water Adm. 1.25

Time Distribution Work Log Week of March 4-8, 2024

Monday

- Print and distribute timesheets to staff for review and signatures
- Process Utility Payments, Balance adj to move from one user to another **1.5 hrs**
- Prepare agenda & packet for PWSH Committee Mtg, post and notifications
- Review and respond to emails
- Prepare agenda for Plan Commission Mtg and sent to MC

Tuesday

- Emails
- Process Utility payments, bank deposit **1.0 hrs**
- Walk around green & park w/SC prior to Pre-con meeting
- Allocate time sheets
- Update Insurance calculation and add to payroll for LP
- Enter timesheets in WH

Wednesday

- Emails
- Virtual meeting with HeyGov
- Calculate payroll and verify
- Chase Bank - change of Authorizing Agent
- Submit DSPS Fire Dues Self Certification
- Process payroll and upload file to FSB

Thursday

- Emails
- Review & enter CC Receipts, reconcile CC statement
- OUT ½ day

Friday

- Emails
- Prepare BOT Mtg agenda, send to MC for review
- Post DRAFT meeting minutes
- Enter monthly invoices in WH for board checks
- Work with VistaPrint to move designs to new account
- Bank Reconciliations, Treasurer Report
- Post BOT agenda

Employee Timecard - LPHELAN-07/27/2015



Report Date: 03/18/2024

03/11/2024 - 03/17/2024 [7 days]

Report Time: 8:04:34 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 |
|----------------|-----------|---------|---------|-----------|--------|-------------|
| 03/11/2024 Mon | 501 [TRW] | 08:03AM | 12:20PM | 4.2500000 | | |
| | 501 [TRW] | 12:58PM | 04:29PM | 3.5000000 | | 7.75 |
| 03/12/2024 Tue | 501 [TRW] | 07:58AM | 01:41PM | 5.7500000 | | |
| | 501 [TRW] | 03:00PM | 05:34PM | 2.5000000 | | |
| | 501 [TRW] | 06:26PM | 09:14PM | 2.7500000 | | 11.00 |
| 03/13/2024 Wed | 501 [TRW] | 07:58AM | 12:40PM | 4.7500000 | | |
| | 501 [TRW] | 01:20PM | 04:38PM | 3.5000000 | | 8.25 |
| 03/14/2024 Thu | 501 [TRW] | 07:58AM | 12:05PM | 4.0000000 | | 4.00 |
| 03/15/2024 Fri | 501 [TRW] | 08:00AM | 01:22PM | 5.2500000 | | 5.25 |
| 03/17/2024 Sun | 551 [ECW] | 12:56PM | 03:27PM | 2.5000000 | | 2.50 |

Summary - AD001 [PHELAN, LORI L]

| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Accrual | | | | |
|---------------|-----------|--------------|------------|--------------|-----------|--------|------|--------|---------------|
| | | | | | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | | | | | | 96.00 |
| 3 [SICK] | | | | | | | | | 4.00 |
| 6 [FH] | | | | | | | | | 8.00 |
| 501 [TRW] | 1[UNUSED] | 36.25 | | 36.25 | | | | | |
| 551 [ECW] | 1[UNUSED] | 2.50 | | 2.50 | | | | | |
| TOTALS | | 38.75 | | 38.75 | | | | | 108.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Election - 5.5
 Clerk - 4.0
 Treasurer - 20.25
 Sewer Adm - 4.5
 Water Adm - 4.5

Time Distribution Work Log Week of March 11-15, 2024

Monday

- Email review/respond as needed/forward as needed
- Print and distribute timesheets to staff for review and signatures
- Submit and pay 941 Taxes
- Print and prepare checks
- Work with SC on disconnects and account issues

Tuesday

- Emails
- Prepare and send Absentee Ballots
- Work with Shyanne-Utility disconnect/DPA
- Contact PSC-DPA/Disconnects
- Board Meeting

Wednesday

- Emails
- Checks mailed, receive mail
- Prepare and post draft Minutes
- Utility Receipts
- Bank Deposit

Thursday

- Emails
- Discussions with the auditor and attorney
- Create and Upload Audit docs

Friday

- Emails
- Election information
- County Clerk's office for cartridges
- Audit prep for onsite field work next week

Sunday

- Election courses - review required
- Review timesheets prior to printing Monday.

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/11/2024

03/04/2024 - 03/10/2024 [7 days]

Report Time: 9:35:12 AM

| | | | |
|---------------------------------|-------|------------|---------|
| AD004 [CUSHMAN, SHYANNE] | | | |
| Employee ID | AD004 | DEPT(G2) | DC |
| Pay Type | 3 | Last Name | CUSHMAN |
| | | Pay Policy | 550 |
| | | First Name | SHYANNE |

| Time Card | | | | | | |
|----------------|----------|---------|---------|-----------|--------|-------------|
| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
| 03/04/2024 Mon | 511 [CW] | 07:57AM | 12:14PM | 4.2500000 | | 8.00 |
| | 511 [CW] | 12:45PM | 04:30PM | 3.7500000 | | |
| 03/05/2024 Tue | 511 [CW] | 07:59AM | 12:45PM | 4.7500000 | | 10.00 |
| | 511 [CW] | 01:16PM | 03:27PM | 2.2500000 | | |
| 03/06/2024 Wed | 511 [CW] | 05:57PM | 08:55PM | 3.0000000 | | 8.00 |
| | 511 [CW] | 08:00AM | 01:35PM | 5.5000000 | | |
| 03/07/2024 Thu | 511 [CW] | 02:06PM | 04:30PM | 2.5000000 | | 8.00 |
| | 511 [CW] | 07:59AM | 11:16AM | 3.2500000 | | |
| 03/08/2024 Fri | 511 [CW] | 11:46AM | 04:30PM | 4.7500000 | | 2.00 |
| | 511 [CW] | 07:56AM | 10:00AM | 2.0000000 | | |

| 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 | | | | | |
| TOTALS | | 36.00 | | 36.00 | | | | | 128.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Shyanne Cushman*
Employee Signature

X _____
Supervisor Signature

Clerk 33.0
Sewer Adm 1.5
Water Adm 1.5

Time Distribution

Monday

Utility Payments
Dog Licenses
Farmers Market Event
Park & Rec Meeting Prep
Grant Research - Vibrant Spaces/IowaCounty Tourism Grant Request
Dog License Reminders, Social/Website
Library Coloring Pages
Storytime Event, social posts

Tuesday

Park & Rec Meeting Prep
Grant Research
Utility Payments
Bank Utility
Dog Park Donation Collection
Park Walk through/Project Overview
Pre-Construction Meeting (2-3pm)
Park & Rec Meeting (3 Hours)

Wednesday

Dog Licenses
Park & Recreation Minutes
Farmers Market Billboard Info
Grant Work/Research
Grant Training (12-1:30pm)
Easter Egg Hunt Volunteer Recruiting/Photo Backdrop Search & Photographer Recruit
Social Posting

Thursday

Social Posting
Utility Payments
Dog License
Dog Park Donation Collection
Easter Egg Hunt Volunteer Recruiting

Friday

(Short Day)
Grant Research
Farmers Market Grant Work
Easter Egg Hunt Coordinating

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/18/2024

03/11/2024 - 03/17/2024 [7 days]

Report Time: 8:04:34 AM



AD004 [CUSHMAN, SHYANNE]

| | | | | | |
|-------------|-------|-----------|---------|------------|---------|
| 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 |
|----------------|----------|---------|---------|-----------|--------|-------------|
| 03/11/2024 Mon | 511 [CW] | 08:00AM | 01:04PM | 5.0000000 | | |
| | 511 [CW] | 01:33PM | 04:32PM | 3.0000000 | | 8.00 |
| 03/12/2024 Tue | 511 [CW] | 07:58AM | 12:01PM | 4.0000000 | | |
| | 511 [CW] | 12:31PM | 04:31PM | 4.0000000 | | 8.00 |
| 03/13/2024 Wed | 511 [CW] | 08:00AM | 12:00PM | 4.0000000 | | 4.00 |
| 03/14/2024 Thu | 511 [CW] | 07:59AM | 11:25AM | 3.5000000 | | |
| | 511 [CW] | 11:55AM | 04:30PM | 4.5000000 | | 8.00 |
| 03/15/2024 Fri | 511 [CW] | 07:59AM | 11:56AM | 4.0000000 | | |
| | 511 [CW] | 12:27PM | 04:30PM | 4.0000000 | | 8.00 |

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 | | | | | |
| TOTALS | | 36.00 | | 36.00 | | | | | 128.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Shyanne Cushman*
Employee Signature

x _____
Supervisor Signature

Dep. Clerk 20.0
Sewer Adm 8.0
Water Adm 8.0

Time Distribution

- Monday** Utility Payments/1 Day Disconnect Issues (7 hours)
Easter Egg Hunt Planning
Dog License Reports
Social Posting
- Tuesday** Utility Payments/DPAs (5.5 hours)
Library Tallies
Easter Event/Youth Baseball Social (1 Hour)
Social Posting
Home Talent Schedule
Dog License
- Wednesday** (Half Day)
Adding Events to the Iowa County Health Dept. Calendar
Utility Payments
Home Talent Social Creation
Social Posting
- Thursday** Utility Payments
Grant Research (1.5 hour)
Park & Rec Meeting Agenda (5 hours)
 - Easter Egg Hunt Planning
 - Veterans Memorial Research / Design
 - Home Talent PrepDog License
Social Posting
- Friday** Utility Bills/Bank Run (2 hours)
Social Posting / Sewer Waste Posting
Dog Donation Run

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/11/2024

03/04/2024 - 03/10/2024 [7 days]

Report Time: 9:35:12 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 |
|----------------|-----------|----------|----------|----------|--------|-------------|
| 03/04/2024 Mon | 611 [FMW] | 08:13AM | 12:13PM | 4.000000 | | 4.00 |
| 03/05/2024 Tue | 401 [STW] | 08:00AM | 01:00PM* | 5.000000 | | |
| | 401 [STW] | 01:30PM* | 02:55PM* | 1.500000 | | 6.50 |
| 03/06/2024 Wed | 401 [STW] | 07:58AM | 12:36PM | 4.500000 | | 4.50 |
| 03/07/2024 Thu | 401 [STW] | 08:04AM | 12:32PM | 4.500000 | | 4.50 |
| 03/08/2024 Fri | 401 [STW] | 08:03AM | 11:20AM | 3.250000 | | 3.25 |

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 | | | | | |
| 611 [FMW] | 1[UNUSED] | 4.00 | | 4.00 | | | | | |

| | | | | | | | | | |
|---------------|--|--------------|--|--------------|--|--|--|--|--|
| TOTALS | | 22.75 | | 22.75 | | | | | |
|---------------|--|--------------|--|--------------|--|--|--|--|--|

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson

Employee Signature

X _____

Supervisor Signature

Mon 3/4 Rolled up gym mats, put together pickleball net
hand scraped around fire station

Tues 3/5 Swept gym floor, cleaned Toilets, stained picnic
Tables, Meeting for park construction

Wed 3/6 Unlocked gates at ballfields for construction,
stained picnic tables

Thurs 3/7 Helped Feb & Franc with easter decorations
Stained picnic tables

Fri 3/8 checked water softener, stocked both bathrooms
Helped put blade on street sweeper

Facilitirs 11.25
Parks 10.5
Streets 1.0

Employee Timecard - LPHELAN-07/27/2015

03/11/2024 - 03/17/2024 [7 days]



| | | | |
|-------------------------------|-------|------------|---------|
| 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 |
| 03/11/2024 Mon | 401 [STW] | 08:01AM | 12:23PM | 4.5000000 | | 4.50 |
| 03/12/2024 Tue | 401 [STW] | 08:00AM | 01:02PM | 5.0000000 | | 5.00 |
| 03/13/2024 Wed | 401 [STW] | 08:04AM | 01:25PM | 5.5000000 | | 5.50 |
| 03/14/2024 Thu | 401 [STW] | 08:02AM | 12:21PM | 4.2500000 | | 4.25 |
| 03/15/2024 Fri | 401 [STW] | 08:04AM | 11:58AM | 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] | 23.25 | | 23.25 | | | | | |
| TOTALS | | 23.25 | | 23.25 | | | | | |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
 Employee Signature

X _____
 Supervisor Signature

Mon 3/11 Took down bulletin boards in upstairs room for library, put up new flag at RCC, dragged small ball field
 Tues 3/12 dragged home talent field, stained picnic tables at park
 Wed 3/13 Helped load crutch mower on trailer, picked up siding behind RCC, stained tables at park
 Thurs 3/14 Put up bulletin board in library, put up Wisconsin Flag for front of RCC, dragged storage room
 Fri 3/15 Put down gym mats, put away pickle ball net, repaired towel dispensers, mopped and cleaned bathrooms and hallways

Fac Maint 13.75
 Parks 9.50

Employee Timecard - LPHELAN-07/27/2015

03/04/2024 - 03/10/2024 [7 days]

| | | | |
|-------------------------------|-------|------------|----------|
| PW005 [PETERSON, DALE] | | | |
| Employee ID | PW005 | DEPT(G2) | PW |
| Pay Type | 3 | Last Name | PETERSON |
| Pay Policy | 300 | First Name | DALE |

| Time Card | | | | | | |
|----------------|-----------|----------|----------|-----------|--------|-------------|
| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
| 03/04/2024 Mon | 301 [SEW] | 06:57AM | 12:00PM | 5.0000000 | | 8.00 |
| | 601 [WAW] | 12:32PM | 03:25PM | 3.0000000 | | |
| 03/05/2024 Tue | 601 [WAW] | 06:55AM | 12:04PM* | 5.0000000 | | 8.00 |
| | 301 [SEW] | 12:28PM* | 03:24PM | 3.0000000 | | |
| 03/06/2024 Wed | 301 [SEW] | 06:55AM | 11:58AM | 5.0000000 | | 8.00 |
| | 601 [WAW] | 12:30PM | 03:23PM | 3.0000000 | | |
| 03/07/2024 Thu | 301 [SEW] | 06:57AM | 11:58AM | 5.0000000 | | 7.25 |
| | 301 [SEW] | 12:32PM* | 02:52PM | 2.2500000 | | |
| 03/08/2024 Fri | 301 [SEW] | 06:56AM | 01:56PM | 7.0000000 | | 7.00 |

| 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] | | | | | | | | | 14.00 |
| 6 [FH] | | | | | | | | | 8.00 |
| 301 [SEW] | 1[UNUSED] | 27.25 | | 27.25 | | | | | |
| 601 [WAW] | 1[UNUSED] | 11.00 | | 11.00 | | | | | |
| TOTALS | | 38.25 | | 38.25 | | | | | 94.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
 Employee Signature

x _____
 Supervisor Signature

Sewer 28.25
 Water 14.0
 Streets 1.0

Dale Peterson Weekly Work Log 3-4-2024

Monday 3-4-2024: ✓

Daily Labs at WWTP 2 Hours

Repaired 2 curb boxes that were damaged during snow removal 6 Hours

Tuesday 3-5-2024:

Daily Labs at WWTP 2 Hours ✓

Investigated and planning to replace sample taps at both Wells 5 Hours, Pre Con meeting for park project 1 Hour.

Wednesday 3-6-2024:

Daily Labs at WWTP 2 Hours ✓

Trained Braden and completed Water and Wastewater monthly reports 4 Hours, Replaced sample taps on both Wells 2 Hours.

Thursday: 3-7-2024:

Daily Labs at WWTP 2 Hours ✓

Pumped down clarifiers and cleaned, removed aerators on secondary aeration tanks and cleaned hair and buildup 5.5 Hours.

Friday 3-8-2024: ✓

Daily Labs at WWTP 2 Hours

Replaced cutting edge on street sweeper 1 Hours, Inspected storm sewers for flow etc 4 Hours.

Employee Timecard - LPHELAN-07/27/2015



Report Date: 03/18/2024

03/11/2024 - 03/17/2024 [7 days]

Report Time: 8:04:34 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 |
| 03/11/2024 Mon | 301 [SEW] | 06:56AM | 11:22AM | 4.2500000 | | |
| | 301 [SEW] | 11:47AM | 03:26PM | 3.7500000 | | 8.00 |
| 03/12/2024 Tue | 301 [SEW] | 06:55AM | 12:19PM | 5.2500000 | | |
| | 301 [SEW] | 12:47PM | 03:29PM | 2.7500000 | | |
| | 301 [SEW] | 06:59PM | 08:08PM | 1.2500000 | | 9.25 |
| | 603 [WAS] | | | 4.0000000 | | |
| 03/13/2024 Wed | 303 [SES] | | | 4.0000000 | | 8.00 |
| | 301 [SEW] | 06:55AM | 12:16PM | 5.2500000 | | |
| 03/14/2024 Thu | 301 [SEW] | 12:38PM | 01:18PM | 0.5000000 | | 5.75 |
| | 301 [SEW] | 06:55AM | 12:05PM | 5.0000000 | | 5.00 |
| 03/15/2024 Fri | 301 [SEW] | 07:31AM | 09:30AM* | 2.0000000 | | 2.00 |
| 03/16/2024 Sat | 301 [SEW] | 08:02AM | 10:00AM* | 2.0000000 | | 2.00 |
| 03/17/2024 Sun | 601 [WAW] | | | | | |

| 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] | | | | | 14.00 | | 8.00 | | 6.00 |
| 6 [FH] | | | | | | | | | 8.00 |
| 301 [SEW] | 1[UNUSED] | 30.00 | | 30.00 | | | | | |
| 303 [SES] | 1[UNUSED] | 4.00 | | 4.00 | | | | | |
| 601 [WAW] | 1[UNUSED] | 2.00 | | 2.00 | | | | | |
| 603 [WAS] | 1[UNUSED] | 4.00 | | 4.00 | | | | | |
| TOTALS | | 40.00 | | 40.00 | 14.00 | | 8.00 | | 86.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X
Employee Signature

X _____
Supervisor Signature

Sewer 21.0
Water 19.0

Dale Peterson Weekly Work Log 3-11-2024

Monday 3-11-2024:

Daily Labs at WWTP 2 Hours

Delivered 24 Hour disconnect notices 2 Hours, Treated Lift Stations for grease etc 2 Hours, Went thru commercial properties with Clerk for upcoming disconnects 2 Hours.

Tuesday 3-12-2024:

Daily Labs at WWTP 2 Hours

Board Mtg 1.5 hrs

Worked on getting portable generator running 4 Hours, Talked with WRWA personnel 1 Hour, Did 24 Hour disconnects 1 Hour.

Wednesday 3-13-2024

8 Hours sick

Thursday: 3-14-2024:

Daily Labs at WWTP 2 Hours

Started researching our ordinances pertaining to Water/Sewer ability to disconnect etc 3.25 Hours.

Friday 3-15-2024:

Daily Labs at WWTP 2 Hours

Researched and completed annual PSC report water dept values 3 Hours.

Saturday 3-16-2024:

Weekend Rounds 2 Hours

Sunday 3-17-2024:

Weekend Rounds 2 Hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/11/2024

03/04/2024 - 03/10/2024 [7 days]

Report Time: 9:35:12 AM

| | | | |
|------------------------------|-------|------------|--------|
| SP003 [LOSBY, BRADEN] | | | |
| Employee ID | SP003 | DEPT(G2) | ST |
| Pay Type | 3 | Last Name | LOSBY |
| | | Pay Policy | 400 |
| | | First Name | BRADEN |

| Time Card | | | | | | |
|----------------|-----------|----------|----------|-----------|-----------|-------------|
| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
| 03/04/2024 Mon | 301 [SEW] | 06:55AM | 12:04PM | 5.0000000 | | 8.00 |
| | 401 [STW] | 12:35PM | 03:35PM | 3.0000000 | | |
| 03/05/2024 Tue | 401 [STW] | 06:55AM | 12:01PM | 5.0000000 | | 9.50 |
| | 401 [STW] | 12:38PM | 03:36PM | 2.7500000 | | |
| | 101 [PAW] | 06:23PM | 08:22PM | 1.7500000 | | |
| 03/06/2024 Wed | 601 [WAW] | 06:55AM | 12:00PM | 5.0000000 | | 8.25 |
| | 401 [STW] | 12:37PM | 03:44PM | 3.2500000 | | |
| 03/07/2024 Thu | 401 [STW] | 06:55AM | 11:59AM | 5.0000000 | | 8.00 |
| | 401 [STW] | 12:37PM | 03:29PM | 3.0000000 | | |
| 03/08/2024 Fri | 401 [STW] | 06:56AM | 02:17PM | 6.2500000 | 1.0000000 | 7.25 |
| 03/09/2024 Sat | 401 [STW] | 08:00AM* | 10:00AM* | | 2.0000000 | 2.00 |
| 03/10/2024 Sun | 401 [STW] | 07:47AM | 09:47AM* | | 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 |
| 3 [SICK] | | | | | | | | | 31.75 |
| 6 [FH] | | | | | | | | | 8.00 |
| 7 [BREV] | | | | | | | | | |
| 101 [PAW] | 1[UNUSED] | 1.75 | | 1.75 | | | | | |
| 301 [SEW] | 1[UNUSED] | 5.00 | | 5.00 | | | | | |
| 401 [STW] | 1[UNUSED] | 28.25 | 5.00 | 33.25 | | | | | |
| 601 [WAW] | 1[UNUSED] | 5.00 | | 5.00 | | | | | |
| TOTALS | | 40.00 | 5.00 | 45.00 | | | | | 126.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL

Employee Signature

x [Signature]

Supervisor Signature

Sewer 6.0
 Water 11.75
 Parks 3.0
 Streets 19.25 + 5 OT
40.00

Monday March 4 2024:

Daily rounds. – 2 hours ✓

Fixing curb boxes. – 4 hours ✓

Street sweeping. – 2 hours ✓

Tuesday March 5 2024: ✓

Daily rounds. – 2 hours

Zoom meeting for park project. – 1 hour

Street sweeping. – 5 hours

Park and rec meeting. – 2 hours

Wednesday March 6 2024: ✓

Daily rounds. – 2 hours

Working on water and wastewater reports. – 3 hours

Working on sample taps on both wells. – 2 hours

Working on vac trailer. – 1 hour

Thursday March 7 2024: ✓

Daily rounds. – 2 hours

Brush hogging road sides on Collins addition. – 3 hours

Street sweeping. – 3 hours

Friday March 8 2024: ✓

Daily rounds. – 2 hours

Replacing cutting edge on street sweeper. – 2 hours

Street sweeping. – 5 hours

Saturday March 9 2024: ✓

Weekend rounds. – 2 hours

Sunday March 10 2024: ✓

Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015



Report Date: 03/18/2024

03/11/2024 - 03/17/2024 [7 days]

Report Time: 8:04:34 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 |
|----------------|-----------|---------|---------|-----------|--------|-------------|
| 03/11/2024 Mon | 401 [STW] | 06:55AM | 11:14AM | 4.2500000 | | 7.25 |
| | 401 [STW] | 12:28PM | 03:30PM | 3.0000000 | | |
| 03/12/2024 Tue | 401 [STW] | 06:55AM | 12:25PM | 5.5000000 | | 9.25 |
| | 401 [STW] | 12:50PM | 03:21PM | 2.2500000 | | |
| 03/13/2024 Wed | 401 [STW] | 06:55PM | 08:30PM | 1.5000000 | | 8.00 |
| | 401 [STW] | 06:56AM | 11:41AM | 4.7500000 | | |
| 03/14/2024 Thu | 401 [STW] | 12:22PM | 03:30PM | 3.2500000 | | 8.00 |
| | 401 [STW] | 06:55AM | 12:10PM | 5.2500000 | | |
| 03/15/2024 Fri | 401 [STW] | 12:47PM | 03:30PM | 2.7500000 | | 4.25 |
| | 401 [STW] | 06:55AM | 11:21AM | 4.2500000 | | |

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 |
| 3 [SICK] | | | | | | | | | 31.75 |
| 6 [FH] | | | | | | | | | 8.00 |
| 7 [BREV] | | | | | | | | | |
| 401 [STW] | 1[UNUSED] | 36.75 | | 36.75 | | | | | |
| TOTALS | | 36.75 | | 36.75 | | | | | 126.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Vacation - unable to sign

Employee Signature

Parks - 3.0
 Streets - 15.75
 Sewer - 10.0
 Water - 8.0

x

Supervisor Signature

Weekly Work Log March 11 – March 17 2024

Braden Losby

Monday March 11 2024:

Daily rounds. – 2 hours

Working on concession stand doors. – 3 hours

Inspecting lift stations. – 1 hour

EMS call. – 1 hour

Tuesday March 12 2024:

Daily rounds. – 2 hours

Water shutoffs. – 1 hour

Meeting with rural water rep. – 2 hours

Board Mtg 1.5 hrs

Working on generator. – 3 hours

Wednesday March 13 2024:

Daily rounds. – 2 hours

Water disconnects. – 1 hour

Cleaning skimmers and screen at wwtp. – 2 hours

Getting old zero turn ready for sale and bringing it to Wisconsin surplus. – 3 hours

Thursday March 14 2024:

Daily rounds. – 2 hours

Street sweeping. – 3 hours

Working on shop. – 3 hours

Friday March 15 2024:

Daily rounds. – 2 hours

PSC inventory. – 1 hour

Rolling out gym floor mats. – 1 hour

Working on shop. – 1 hour

Saturday March 16 2024:

Dale did weekend rounds.

Sunday March 17 2024:

Dale did weekend rounds.

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

Report Date: 03/21/2024

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

Report Time: 11:05:18 AM

03/04/2024 - 03/17/2024 [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 Reg | Total Hrs |
|---------------------------------------|--------------|-----------|---------------------|------------|----------------|-----------------|----------------|-------------------|------------------|-----------|
| LOC: 1 [Village of Ridgeway] | | | | | | | | | | |
| DEPT: PD [Police] | | | | | | | | | | |
| GORHAM, MICHAEL [PD011] | | 81.50 | -2.75 | | | | | | 21.00 | 101.00 |
| PD [Police] Total: | | 81.50 | -2.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 21.00 | 101.00 |
| Head Count: | | | | | | | | | | 1 |
| 1 [Village of Ridgeway] Total: | | 81.50 | -2.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 21.00 | 101.00 |
| Head Count: | | | | | | | | | | 1 |
| Grand Total: | | 81.50 | -2.75 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 21.00 | 101.00 |
| Head Count: | | | | | | | | | | 1 |

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015



Report Date: 03/11/2024

03/04/2024 - 03/10/2024 [7 days]

Report Time: 9:35:12 AM

PD011 [GORHAM, MICHAEL]

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

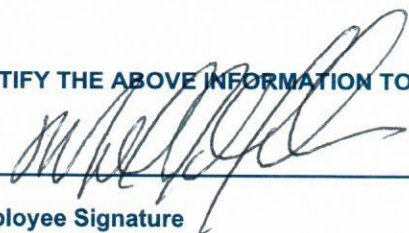
Time Card

| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
|----------------|-----------|----------|----------|------------|--------|-------------|
| 03/04/2024 Mon | 201 [POW] | 12:38PM | 11:12PM | 10.5000000 | | 10.50 |
| 03/05/2024 Tue | 201 [POW] | 01:05PM | 09:10PM | 8.2500000 | | 8.25 |
| 03/06/2024 Wed | 205 [POP] | 08:45AM* | 10:00AM* | 1.2500000 | | |
| | 206 [POG] | 10:00AM* | 02:00PM* | 4.0000000 | | |
| | 205 [POP] | 02:00PM* | 03:15PM* | 1.2500000 | | |
| | 206 [POG] | 03:16PM* | 06:20PM* | 3.0000000 | | |
| | 205 [POP] | 06:30PM* | 09:30PM* | 3.0000000 | | 12.50 |
| 03/07/2024 Thu | 201 [POW] | 02:37PM | 11:30PM | 9.0000000 | | 9.00 |
| 03/08/2024 Fri | 201 [POW] | 03:20PM | 11:39PM | 8.5000000 | | 8.50 |
| 03/09/2024 Sat | 201 [POW] | 04:09PM | 11:31PM | 7.2500000 | | 7.25 |

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 |
| 3 [SICK] | | | | | | | | | 163.00 |
| 6 [FH] | | | | | | | | | 8.00 |
| 201 [POW] | 1[UNUSED] | 43.50 | | 43.50 | | | | | |
| 205 [POP] | 1[UNUSED] | 5.50 | | 5.50 | | | | | |
| 206 [POG] | 1[UNUSED] | 7.00 | | 7.00 | | | | | |
| TOTALS | | 56.00 | | 56.00 | | | | | 306.25 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

3-6-2024- 7.0T Overtime Time for Current.

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/18/2024

03/11/2024 - 03/17/2024 [7 days]

Report Time: 8:04:34 AM

| | | | |
|--------------------------------|-------|------------|---------|
| PD011 [GORHAM, MICHAEL] | | | |
| Employee ID | PD011 | DEPT(G2) | PD |
| Pay Type | 1 | Last Name | GORHAM |
| | | Pay Policy | 203 |
| | | First Name | MICHAEL |

| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
|----------------|------------|----------|----------|------------|--------|-------------|
| 03/11/2024 Mon | 201 [POW] | 01:19PM | 11:38PM | 10.5000000 | | 10.50 |
| 03/12/2024 Tue | 201 [POW] | 06:00PM* | 11:30PM* | 5.5000000 | | 5.50 |
| 03/13/2024 Wed | 206 [POG] | 10:00AM* | 06:00PM* | 8.0000000 | | |
| | 201 [POW] | 06:00PM* | 11:00PM* | 5.0000000 | | 13.00 |
| 03/15/2024 Fri | 201 [POW] | 05:28PM | 01:20AM | 7.7500000 | | 7.75 |
| 03/16/2024 Sat | 201 [POW] | 07:00PM* | 12:00AM* | 5.0000000 | | 5.00 |
| 03/17/2024 Sun | 206 [POG] | 04:00PM* | 10:00PM* | 6.0000000 | | |
| | 208 [PADJ] | | | -2.7500000 | | 3.25 |

| 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 |
| 3 [SICK] | | | | | | | | | 163.00 |
| 6 [FH] | | | | | | | | | 8.00 |
| 201 [POW] | 1[UNUSED] | 33.75 | | 33.75 | | | | | |
| 206 [POG] | 1[UNUSED] | 14.00 | | 14.00 | | | | | |
| 208 [PADJ] | 1[UNUSED] | -2.75 | | -2.75 | | | | | |
| TOTALS | | 45.00 | | 45.00 | | | | | 306.25 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Grant - 3-18-2024 ~~8~~ 8 Hours
 Grant 3-17-2024 6 Hours
 14 Hours