

### Time Distribution Report.LC - Payroll Entry for time distribution

Report Date: 01/11/2024

Primary Sort By: Employee

Report Time: 4:50:27 PM

12/25/2023 - 01/07/2024 [14 days]

Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>			
501[TRW]	42.00 ✓	0.00	42.00
511[CW]	2.00 ✓	0.00	2.00
<b>AD001 [PHELAN, LORI L] Total:</b>	<b>44.00</b>	<b>0.00</b>	<b>44.00 ✓</b>
<b>Employee: AD003 [JOHNSON, MAGGIE]</b>			
305[SADW]	3.50 ✓	0.00	3.50
511[CW]	21.25 ✓	0.00	21.25
605[WADW]	3.50 ✓	0.00	3.50
<b>AD003 [JOHNSON, MAGGIE] Total:</b>	<b>28.25</b>	<b>0.00</b>	<b>28.25 ✓</b>
<b>Employee: AD004 [CUSHMAN, SHYANNE]</b>			
305[SADW]	6.00 ✓	0.00	6.00
501[TRW]	19.50 ✓	0.00	19.50
605[WADW]	5.25 ✓	0.00	5.25
<b>AD004 [CUSHMAN, SHYANNE] Total:</b>	<b>30.75</b>	<b>0.00</b>	<b>30.75 ✓</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>			
401[STW]	3.25 ✓	0.00	3.25
611[FMW]	22.75 ✓	0.00	22.75
<b>PW003 [JOHNSON, HARRY] Total:</b>	<b>26.00</b>	<b>0.00</b>	<b>26.00 ✓</b>
<b>Employee: PW005 [PETERSON, DALE]</b>			
301[SEW]	46.00 ✓	0.00	46.00
302[SEH]	8.00 ✓	0.00	8.00
401[STW]	9.25 ✓	0.00	9.25
601[WAW]	5.00 ✓	0.00	5.00
602[WAH]	8.00 ✓	0.00	8.00
<b>PW005 [PETERSON, DALE] Total:</b>	<b>76.25</b>	<b>0.00</b>	<b>76.25 ✓</b>
<b>Employee: SP003 [LOSBY, BRADEN]</b>			
301[SEW]	8.50 ✓	0.00	8.50
401[STW]	59.00 ✓	0.00	59.00
402[STH]	16.00 ✓	0.00	16.00
601[WAW]	6.50 ✓	0.00	6.50
611[FMW]	1.75 ✓	0.00	1.75
<b>SP003 [LOSBY, BRADEN] Total:</b>	<b>91.75</b>	<b>0.00</b>	<b>91.75 ✓</b>
<b>Grand Totals:</b>	<b>297.00</b>	<b>0.00</b>	<b>297.00</b>

END OF REPORT

Time Distribution Report.LC - Payroll Entry for time distribution

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

Report Date: 01/02/2024

12/25/2023 - 12/31/2023 [7 days]

Report Time: 3:17:34 PM

<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	Daily Total	Reg Hrs	OT Hrs
12/25/2023 Mon	501 [TRW]	02:23PM	03:18PM	0.75	0.7500000	
12/27/2023 Wed	501 [TRW]	07:20AM	01:01PM		5.7500000	
	501 [TRW]	01:47PM	06:24PM	10.50	4.7500000	
12/28/2023 Thu	501 [TRW]	03:20PM	06:10PM	3.00	3.0000000	
12/29/2023 Fri	501 [TRW]	07:32AM	06:12PM	10.75	10.7500000	

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
501 [TRW]	1[UNUSED]	25.00		25.00					
<b>TOTALS</b>		<b>25.00</b>		<b>25.00</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Lori L Phelan*

Employee Signature

x \_\_\_\_\_

Supervisor Signature

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

Report Date: 01/08/2024

01/01/2024 - 01/07/2024 [7 days]

Report Time: 3:54:07 PM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/02/2024 Tue	501 [TRW]	03:12PM	06:19PM	3.00	3.0000000	
01/03/2024 Wed	501 [TRW]	03:18PM	06:57PM	3.75	3.7500000	
01/04/2024 Thu	501 [TRW]	04:30PM*	06:31PM	2.00	2.0000000	
01/05/2024 Fri	511 [CW]	03:15PM*	05:15PM*	2.00	2.0000000	
01/06/2024 Sat	501 [TRW]	07:05AM	03:10PM	8.25	8.2500000	

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
501 [TRW]	1[UNUSED]	17.00		17.00					
511 [CW]	1[UNUSED]	2.00		2.00					
<b>TOTALS</b>		<b>19.00</b>		<b>19.00</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X \_\_\_\_\_

Employee Signature

X \_\_\_\_\_

Supervisor Signature

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

Report Date: 01/02/2024

12/25/2023 - 12/31/2023 [7 days]

Report Time: 3:17:33 PM

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

<b>Time Card</b>						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/26/2023 Tue	511 [CW]	11:02AM	06:00PM	7.00	7.0000000	
12/27/2023 Wed	511 [CW]	08:07AM	10:29AM		2.5000000	
	511 [CW]	02:55PM	06:02PM	5.50	3.0000000	
12/28/2023 Thu	511 [CW]	11:01AM	06:05PM	7.00	7.0000000	
12/30/2023 Sat	511 [CW]	08:26AM	09:09AM		0.7500000	
	511 [CW]	10:47AM	11:43AM	1.75	1.0000000	

<b>Summary - AD003 [JOHNSON, MAGGIE]</b>									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
511 [CW]	1[UNUSED]	21.25		21.25					
<b>TOTALS</b>		<b>21.25</b>		<b>21.25</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

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

Report Date: 01/08/2024

01/01/2024 - 01/07/2024 [7 days]

Report Time: 3:54:06 PM

#### AD003 [JOHNSON, MAGGIE]

<b>Employee ID</b>	AD003	<b>DEPT(G2)</b>	DC	<b>Pay Policy</b>	550
<b>Pay Type</b>	3	<b>Last Name</b>	JOHNSON	<b>First Name</b>	MAGGIE

#### Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/02/2024 Tue	511 [CW]	12:54PM	02:07PM		1.0000000	
	511 [CW]	04:07PM	06:13PM		2.2500000	
	511 [CW]	06:40PM	07:14PM	3.75	0.5000000	
01/03/2024 Wed	511 [CW]	07:28PM	08:58PM	1.50	1.5000000	
01/04/2024 Thu	511 [CW]	04:34PM	06:10PM	1.75	1.7500000	

#### Summary - AD003 [JOHNSON, MAGGIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
511 [CW]	1[UNUSED]	7.00		7.00					
<b>TOTALS</b>		<b>7.00</b>		<b>7.00</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

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

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

Report Date: 01/02/2024

12/25/2023 - 12/31/2023 [7 days]

Report Time: 5:04:52 PM

<b>AD004 [CUSHMAN, SHYANNE]</b>					
Employee ID	AD004	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/26/2023 Tue	511 [CW]	11:15AM*	03:45PM*	4.50	4.5000000	
12/27/2023 Wed	501 [TRW]	09:00AM*	12:30PM*		3.5000000	
	501 [TRW]	02:01PM*	06:01PM	7.50	4.0000000	
12/28/2023 Thu	501 [TRW]	03:15PM*	06:01PM	2.75	2.7500000	
12/29/2023 Fri	501 [TRW]	08:00AM	11:00AM*	3.00	3.0000000	

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
501 [TRW]	1[UNUSED]	13.25		13.25					
511 [CW]	1[UNUSED]	4.50		4.50					
<b>TOTALS</b>		<b>17.75</b>		<b>17.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

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

Report Date: 01/09/2024

01/01/2024 - 01/07/2024 [7 days]

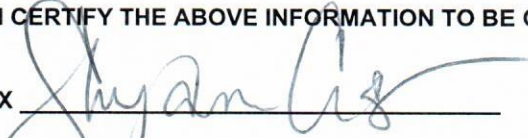
Report Time: 11:40:06 AM

<b>AD004 [CUSHMAN, SHYANNE]</b>					
Employee ID	AD004	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	CUSHMAN	First Name	SHYANNE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/02/2024 Tue	501 [TRW]	04:28PM	06:11PM	1.75	1.7500000	
01/03/2024 Wed	501 [TRW]	04:09PM	06:52PM	2.50	2.5000000	
01/04/2024 Thu	501 [TRW]	03:46PM	06:15PM*	2.50	2.5000000	
01/06/2024 Sat	501 [TRW]	07:05AM	01:15PM*	6.25	6.2500000	

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]						80.00			80.00
3 [SICK]						4.00			4.00
6 [FH]						8.00			8.00
501 [TRW]	1[UNUSED]	13.00		13.00					
<b>TOTALS</b>		<b>13.00</b>		<b>13.00</b>		<b>92.00</b>			<b>92.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/02/2024

12/25/2023 - 12/31/2023 [7 days]

Report Time: 3:17:34 PM



<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	Daily Total	Reg Hrs	OT Hrs
12/27/2023 Wed	611 [FMW]	07:58AM	11:15AM	3.25	3.2500000	
12/28/2023 Thu	611 [FMW]	07:50AM	11:28AM	3.75	3.7500000	
12/29/2023 Fri	611 [FMW]	07:57AM	11:20AM	3.25	3.2500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
611 [FMW]	1[UNUSED]	10.25		10.25					
<b>TOTALS</b>		<b>10.25</b>		<b>10.25</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*  
Employee Signature

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

Wed 12/27 opened RCC got mail, Replaced light switch in upstairs Utilities room

Thurs 12/28 opened RCC, got mail, plowed snow & salted  
Moved office equipment at shop for painting

Fri 12/29 opened RCC, stacked bathrooms, adjusted heater in women's bathroom, plowed snow



Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/08/2024

01/01/2024 - 01/07/2024 [7 days]

Report Time: 3:54:06 PM

<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	Daily Total	Reg Hrs	OT Hrs
01/02/2024 Tue	611 [FMW]	08:03AM	11:30AM	3.50	3.5000000	
01/03/2024 Wed	401 [STW]	08:00AM	12:02PM	4.00	4.0000000	
01/04/2024 Thu	401 [STW]	07:53AM	11:55AM	4.00	4.0000000	
01/05/2024 Fri	401 [STW]	07:52AM	12:02PM	4.25	4.2500000	

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]	12.25		12.25					
611 [FMW]	1[UNUSED]	3.50		3.50					
<b>TOTALS</b>		<b>15.75</b>		<b>15.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

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

*1/2 Tues opened RCC, got mail, Moped put together pickle ball net, Moped hallways*  
*Wed 1/3 opened RCC, got mail, cleaned bathrooms, paved & salted handicap areas, helped with painting at shops*  
*Thurs 1/4 opened RCC, got mail, cleared area in basement for christmas decorations, helped paint at shop*  
*Fri 1/5 opened RCC, empty'd garbage, stacked bathroom*  
*Took down pickle ball net, measured pickle court dimensions, painted shop office*

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

Report Date: 01/02/2024

12/25/2023 - 12/31/2023 [7 days]

Report Time: 3:17:34 PM

<b>PW005 [PETERSON, DALE]</b>			
Employee ID	PW005	DEPT(G2)	PW
Pay Type	3	Last Name	PETERSON
		Pay Policy	300
		First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/25/2023 Mon	602 [WAH]				4.0000000	
	302 [SEH]			8.00	4.0000000	
12/26/2023 Tue	301 [SEW]	06:57AM	11:43AM		4.7500000	
	301 [SEW]	12:14PM	03:25PM	8.00	3.2500000	
12/27/2023 Wed	301 [SEW]	06:58AM	11:57AM		5.0000000	
	301 [SEW]	12:28PM	03:27PM	8.00	3.0000000	
12/28/2023 Thu	301 [SEW]	06:52AM	03:02PM*	8.25	8.2500000	
12/29/2023 Fri	301 [SEW]	06:54AM	10:55AM	4.00	4.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	rned	Available
2 [VACA]									
3 [SICK]									8.00
6 [FH]									
301 [SEW]	1[UNUSED]	28.25		28.25					
302 [SEH]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>36.25</b>		<b>36.25</b>					<b>8.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Dale Peterson Weekly Work Log 12-25-2023

Monday 12-25-2023:

Holiday 8 Hours

Tuesday 12-26-2023:

Daily Labs at WWTP 2 Hours

Trouble shot wasting and sludge at WWTP 3 Hours, Trouble shot meter reading device and reads 3 Hours

Wednesday 12-27-2023:

Daily Labs at WWTP 2 Hours

Monitored decanting of sludge tank 3 Hours, Troubleshoot Chem pumps 3 Hours.

Thursday: 12-28-2023:

Daily Labs at WWTP 2 Hours

Decant sludge tank 2 Hours, Plow village streets 4 Hours

Friday 12-29-2023:

Daily Labs at WWTP 2 Hours

Replaced suction line for Influent sampler 2 Hours, Holiday 4 Hours

*no DYE  
Holiday*

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

Report Date: 01/08/2024

01/01/2024 - 01/07/2024 [7 days]

Report Time: 3:54:07 PM

<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	Daily Total	Reg Hrs	OT Hrs
01/01/2024 Mon	602 [WAH]				4.0000000	
	302 [SEH]			8.00	4.0000000	
01/02/2024 Tue	301 [SEW]	06:58AM	12:13PM		5.2500000	
	301 [SEW]	12:43PM	03:27PM	8.00	2.7500000	
01/03/2024 Wed	301 [SEW]	06:59AM	11:59AM		5.0000000	
	301 [SEW]	12:28PM	03:28PM	8.00	3.0000000	
01/04/2024 Thu	301 [SEW]	06:57AM	02:54PM	8.00	8.0000000	
01/05/2024 Fri	301 [SEW]	06:55AM	03:02PM	8.00	8.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]						80.00			80.00
3 [SICK]					8.00	4.00			12.00
6 [FH]						8.00			8.00
301 [SEW]	1[UNUSED]	32.00		32.00					
302 [SEH]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>40.00</b>		<b>40.00</b>	<b>8.00</b>	<b>92.00</b>			<b>100.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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

Dale Peterson Weekly Work Log 1-1-2024

Monday 1-1-2024:

Holiday 8 Hours

Tuesday 1-2-2024:

Daily Labs at WWTP 2 Hours

Retrieved new Quote for Mower 1 Hour, Finished routing suction line for Influent Sampler 2 Hours, Started Sludge paperwork for DNR 3 Hours.

Wednesday 1-3-2024:

Daily Labs at WWTP 2 Hours

Completed Water and Wastewater reports 4 Hours, Researched Kirby St dead end and adjoining properties 2 Hours.

Thursday: 1-4-2024:

Daily Labs at WWTP 2 Hours

Talked with AeroMod and troubleshot ongoing high TSS issue, made adjustments and cleaned one clarifier, notified DNR about possible limit violations and steps being taken to address. 6 Hours

Friday 1-5-2024:

Daily Labs at WWTP 2 Hours

Flushed manhole and sewer main at Cretney and Kirby 2 Hours, Cleaned and scrubbed clarifiers and skimmers removed excess grease 2 Hours, Met with Engineer about possible lot sale and use of Village right of way 2 Hours.

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

Report Date: 01/02/2024

12/25/2023 - 12/31/2023 [7 days]

Report Time: 3:17:34 PM

<b>SP003 [LOSBY, BRADEN]</b>			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
Pay Policy	400	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/25/2023 Mon	402 [STH]				8.0000000	
	401 [STW]	10:01AM	12:01PM*	10.00	2.0000000	
12/26/2023 Tue	401 [STW]	06:56AM	11:30AM		4.5000000	
	401 [STW]	12:06PM	03:38PM	8.25	3.7500000	
12/27/2023 Wed	401 [STW]	06:55AM	11:47AM		4.7500000	
	401 [STW]	12:35PM	03:32PM	7.75	3.0000000	
12/28/2023 Thu	401 [STW]	06:55AM	03:24PM	8.50	8.5000000	
12/29/2023 Fri	401 [STW]	06:55AM	12:39PM	5.75	5.7500000	
12/30/2023 Sat	401 [STW]	10:54AM	12:54PM*	2.00	2.0000000	
12/31/2023 Sun	401 [STW]	08:29AM	10:26AM	2.00	2.0000000	

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									6.25
3 [SICK]									19.75
6 [FH]									
7 [BREV]									
401 [STW]	1[UNUSED]	36.25		36.25					
402 [STH]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<b>44.25</b>		<b>44.25</b>					<b>26.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL  
Employee Signature

x [Signature]  
Supervisor Signature

Weekly Work Log December 25 – December 31 2023

Braden Losby

**Monday December 25 2023:**

**Tuesday December 26 2023:**

Daily rounds. – 2 hours

Working on street shop office. – 2 hours

Meter reads. – 3 hours

Farm and fleet run. – 1 hour

**Wednesday December 27 2023:**

Daily rounds. – 2 hours

Working on electrical issues at the community center. – 2 hours

Working on prepping shop office for painting. – 4 hours

**Thursday December 28 2023:**

Daily rounds. – 2 hours

Snow plowing. – 4 hours

Working on shop. – 2 hours

**Friday December 29 2023:**

Daily rounds. – 2 hours

Snow plowing. – 3 hours

**Saturday December 30 2023:**

Weekend rounds. – 2 hours

**Sunday December 31 2023:**

Weekend rounds and salting roads. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/08/2024

01/01/2024 - 01/07/2024 [7 days]

Report Time: 3:54:06 PM

<b>SP003 [LOSBY, BRADEN]</b>			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
Pay Policy	400	First Name	BRADEN

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/01/2024 Mon	402 [STH]				8.0000000	
	401 [STW]	11:59AM	01:59PM*	10.00	2.0000000	
01/02/2024 Tue	401 [STW]	06:55AM	12:13PM		5.2500000	
	401 [STW]	12:51PM	3:30	5.25		
01/03/2024 Wed	401 [STW]	06:56AM	11:30AM		4.5000000	
	401 [STW]	12:09PM	03:41PM	8.00	3.5000000	
01/04/2024 Thu	401 [STW]	06:51AM	12:13PM		5.2500000	
	401 [STW]	12:50PM	03:23PM		2.7500000	
	401 [STW]	04:35PM	6:35	8.00		
01/05/2024 Fri	401 [STW]	06:51AM	11:54AM		5.0000000	
	401 [STW]	12:34PM	03:04PM	7.50	2.5000000	
01/06/2024 Sat	401 [STW]	09:16AM	11:16AM*	2.00	2.0000000	
01/07/2024 Sun	401 [STW]	10:09AM	12:09PM*	2.00	2.0000000	

Summary - SP003 [LOSBY, BRADEN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					6.25	80.00			86.25
3 [SICK]					19.75	4.00			23.75
6 [FH]						8.00			8.00
7 [BREV]									
401 [STW]	1[UNUSED]	34.75		34.75					
402 [STH]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<del>42.75</del> 4.75 47.50		<del>42.75</del>	26.00	92.00			118.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL  
Employee Signature

x [Signature]  
Supervisor Signature



Weekly Work Log January 1 – January 8 2024 Braden Losby

**Monday January 1 2023:**

Off new years. – 8 hours

**Tuesday January 2 2023:**

Daily rounds. – 2 hours

Ems call. – 1 hour

Getting an updated quote for Ferris mower. – 2 hours

Feeding new sampler line. – 1 hour

Working on shop. – 2 hours

**Wednesday January 3 2023:**

Daily rounds. – 2 hours

Fixing salter frame on baby dump. – 3 hours

Painting shop office. – 3 hours

**Thursday January 4 2023:**

Daily rounds. – 2 hours

Getting quotes for baby dump cutting edges. – 1 hour

Painting shop. – 5 hours

**Friday January 5 2023:**

Daily rounds. – 2 hours

Flushing paper in sewer. – 2 hours

Farm and fleet run and getting quotes for mower. – 2 hours

**Saturday January 6 2023:**

Weekend rounds. – 2 hours

**Sunday January 7 2023:**

Weekend rounds. – 2 hours

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

Report Date: 01/11/2024

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

Report Time: 4:45:51 PM

12/25/2023 - 01/07/2024 [14 days]

Employee	Police Wages	Reg Hours	Police Wages	OT-1 Hours	Police Adjust Hours	Holidays Hours	Police Float Ho	Hours	Vacation Hours	Police Sick Hours	Total Hrs
<b>LOC: 1 [Village of Ridgeway]</b>											
<b>DEPT: PD [Police]</b>											
GORHAM, MICHAEL [PD011]		59.50			0.25	16.00					80.00
<b>PD [Police] Total:</b>		59.50		0.00	0.25	16.00	0.00	0.00	0.00	0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		59.50		0.00	0.25	16.00	0.00	0.00	0.00	0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>Grand Total:</b>		59.50		0.00	0.25	16.00	0.00	0.00	0.00	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: 01/02/2024

12/25/2023 - 12/31/2023 [7 days]

Report Time: 3:17:33 PM

<b>PD011 [GORHAM, MICHAEL]</b>			
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
12/25/2023 Mon	202 [POH]			8.00	8.0000000	
12/27/2023 Wed	201 [POW]	01:30PM*	01:30AM*	12.00	12.0000000	
12/28/2023 Thu	201 [POW]	03:00PM*	01:15AM*	10.25	10.2500000	
12/29/2023 Fri	204 [POV]			8.00	8.0000000	
12/30/2023 Sat	201 [POW]	11:30PM*	02:03AM*	2.50	2.5000000	
12/31/2023 Sun	201 [POW]	06:00PM*	01:00AM*	7.00	7.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					57.00		8.00		49.00
3 [SICK]									159.00
6 [FH]									
201 [POW]	1[UNUSED]	31.75		31.75					
202 [POH]	1[UNUSED]	8.00		8.00					
204 [POV]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<b>47.75</b>		<b>47.75</b>	<b>57.00</b>		<b>8.00</b>		<b>208.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
 Employee Signature

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

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

Report Date: 01/08/2024

01/01/2024 - 01/07/2024 [7 days]

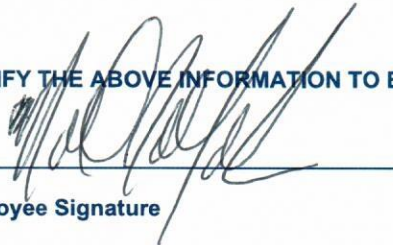
Report Time: 3:54:06 PM

<b>PD011 [GORHAM, MICHAEL]</b>			
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
01/01/2024 Mon	202 [POH]			8.00	8.0000000	
01/02/2024 Tue	201 [POW]	07:30AM*	12:00PM*	4.50	4.5000000	
01/04/2024 Thu	205 [POP]	01:00PM*	11:00PM*	10.00	10.0000000	
01/05/2024 Fri	205 [POP]	09:00PM*	01:30AM*	4.50	4.5000000	
01/06/2024 Sat	205 [POP]	05:00PM*	01:39AM*	8.75	8.7500000	
01/07/2024 Sun	208 [PADJ]			0.25	0.2500000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					57.00	120.00			177.00
3 [SICK]					159.00	4.00			163.00
6 [FH]						8.00			8.00
201 [POW]	1[UNUSED]	4.50		4.50					
202 [POH]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	23.25		23.25					
208 [PADJ]	1[UNUSED]	0.25		0.25					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>	<b>216.00</b>	<b>132.00</b>			<b>348.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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