

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

Report Date: 02/07/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 2:25:57 PM

01/22/2024 - 02/04/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	40.50 ✓	0.00	40.50
AD [General Admin]	511[CW]	4.75 ✓	0.00	4.75
SE [Sewer]	305[SADW]	2.00 ✓	0.00	2.00
WA [Water]	605[WADW]	2.00 ✓	0.00	2.00
AD001 [PHELAN, LORI L] Total:		49.25	0.00	49.25 ✓
Employee: AD003 [JOHNSON, MAGGIE]				
DC [Deputy Clerk]	511[CW]	11.00 ✓	0.00	11.00
AD003 [JOHNSON, MAGGIE] Total:		11.00	0.00	11.00 ✓
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	501[TRW]	5.00 ✓	0.00	5.00
DC [Deputy Clerk]	511[CW]	61.00 ✓	0.00	61.00
SE [Sewer]	305[SADW]	7.00 ✓	0.00	7.00
WA [Water]	605[WADW]	7.00 ✓	0.00	7.00
AD004 [CUSHMAN, SHYANNE] Total:		80.00	0.00	80.00 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	29.25 ✓	0.00	29.25
SP [Streets Plowing]	401[STW]	19.50 ✓	0.00	19.50
PW003 [JOHNSON, HARRY] Total:		48.75	0.00	48.75 ✓
Employee: PW005 [PETERSON, DALE]				
FM [FACILITES MAINTENANCE]	611[FMW]	2.00 ✓	0.00	2.00
SE [Sewer]	301[SEW]	60.00 ✓	0.00	60.00
SE [Sewer]	303[SES]	1.00 ✓	0.00	1.00
ST [Streets]	401[STW]	5.50 ✓	0.00	5.50
WA [Water]	601[WAW]	9.00 ✓	0.75 ✓	9.75
WA [Water]	603[WAS]	1.00 ✓	0.00	1.00
PW005 [PETERSON, DALE] Total:		78.50	0.75	79.25 ✓
Employee: SP003 [LOSBY, BRADEN]				
FM [FACILITES MAINTENANCE]	611[FMW]	4.00 ✓	0.00	4.00
SE [Sewer]	301[SEW]	3.25 ✓	0.00	3.25
SP [Streets Plowing]	401[STW]	19.50 ✓	2.25 ✓	21.75
ST [Streets]	401[STW]	43.25 ✓	3.50 ✓	46.75
WA [Water]	601[WAW]	10.00 ✓	0.00	10.00
SP003 [LOSBY, BRADEN] Total:		80.00	5.75	85.75 ✓
Grand Totals:		347.50	6.50	354.00

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/29/2024

01/22/2024 - 01/28/2024 [7 days]

Report Time: 8:08:06 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	Daily Total	Reg Hrs	OT Hrs
01/22/2024 Mon	501 [TRW]	03:16PM	06:21PM	3.00	3.0000000	
01/23/2024 Tue	501 [TRW]	02:26PM	06:12PM	3.75	3.7500000	
01/24/2024 Wed	501 [TRW]	03:30PM	06:21PM	2.75	2.7500000	
01/25/2024 Thu	501 [TRW]	02:46PM	06:09PM	3.50	3.5000000	
01/26/2024 Fri	501 [TRW]	08:04AM	01:19PM		5.2500000	
	501 [TRW]	01:59PM	06:02PM	9.25	4.0000000	
01/27/2024 Sat	501 [TRW]	02:20PM	04:20PM*	2.00	2.0000000	

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]	24.25		24.25					
TOTALS		24.25		24.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

4.75 Clerk - prepare + post special mtg agenda, prepare reg. board mtg agenda

18.0 Treasurer - process payments for taxes, utilities, prepare deposits

.75 Server Admin

.75 Water Admin

24.25

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/05/2024

01/29/2024 - 02/04/2024 [7 days]

Report Time: 8:59:59 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
01/29/2024 Mon	501 [TRW]	03:02PM	07:00PM*	4.0000000		4.00
01/30/2024 Tue	501 [TRW]	08:00AM*	05:08PM	9.2500000		9.25
02/01/2024 Thu	501 [TRW]	02:23PM	05:58PM	3.5000000		3.50
02/02/2024 Fri	501 [TRW]	02:00PM	05:11PM	3.2500000		3.25
02/03/2024 Sat	501 [TRW]	08:37AM	01:35PM	5.0000000		5.00

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

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan
Employee Signature

x _____
Supervisor Signature

Treas 22.5
Sewer Admin 1.25
Water Admin 1.25
25.00

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/29/2024

01/22/2024 - 01/28/2024 [7 days]

Report Time: 8:08:05 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
01/23/2024 Tue	511 [CW]	04:39PM	05:59PM	1.25	1.2500000	
01/24/2024 Wed	511 [CW]	04:39PM	06:06PM	1.25	1.2500000	
01/25/2024 Thu	511 [CW]	07:43PM	09:00PM*	1.25	1.2500000	
01/26/2024 Fri	511 [CW]	02:41PM	03:00PM*	0.25	0.2500000	
01/27/2024 Sat	511 [CW]	12:05PM	12:41PM	0.75	0.7500000	

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]	4.75		4.75					
TOTALS		4.75		4.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/05/2024

01/29/2024 - 02/04/2024 [7 days]

Report Time: 8:59:59 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/29/2024 Mon	511 [CW]	07:01PM	07:56PM	1.0000000		1.00
01/30/2024 Tue	511 [CW]	04:27PM	06:20PM	1.7500000		1.75
01/31/2024 Wed	511 [CW]	04:25PM	06:00PM	1.5000000		1.50
02/04/2024 Sun	511 [CW]	07:41PM	09:48PM	2.0000000		2.00

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]	6.25		6.25					
TOTALS		6.25		6.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/29/2024

01/22/2024 - 01/28/2024 [7 days]

Report Time: 8:08:05 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	Daily Total	Reg Hrs	OT Hrs
01/22/2024 Mon	511 [CW]	07:56AM	12:00PM	8.00	4.0000000	
	511 [CW]	12:29PM	04:28PM		4.0000000	
01/23/2024 Tue	511 [CW]	09:27AM	01:05PM	8.00	3.5000000	
	511 [CW]	01:35PM	05:59PM		4.5000000	
01/24/2024 Wed	511 [CW]	09:25AM	01:12PM	8.00	3.7500000	
	511 [CW]	01:40PM	05:59PM		4.2500000	
01/25/2024 Thu	511 [CW]	07:56AM	01:10PM	8.00	5.2500000	
	511 [CW]	01:39PM	04:28PM		2.7500000	
01/26/2024 Fri	511 [CW]	07:56AM	12:00PM	8.00	4.0000000	
	511 [CW]	12:30PM	04:29PM		4.0000000	

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									120.00
3 [SICK]									4.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					132.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Shyanne Cushman*
Employee Signature

x *Lori L. Phelan*
Supervisor Signature

*31.0 hrs - Deputy
social media, mail, phones,
5.0 hrs - Treasurer
receive tax payments, dog lic
2.0 Sewer Admin - receive + enter utility payments,
2.0 Water Admin - interface w/ Accts.
40.0*

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/05/2024

01/29/2024 - 02/04/2024 [7 days]

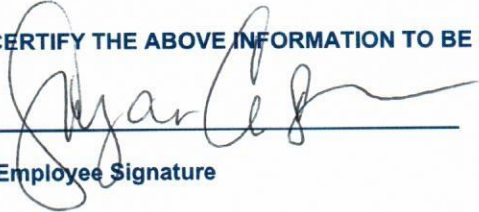
Report Time: 8:59:59 AM

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
01/29/2024 Mon	511 [CW]	07:53AM	12:46PM	4.7500000		8.50
	511 [CW]	01:15PM	04:28PM	3.2500000		
	511 [CW]	06:30PM*	07:00PM*	0.5000000		
01/30/2024 Tue	511 [CW]	08:56AM	01:46PM	4.7500000		8.25
	511 [CW]	02:42PM	06:20PM	3.5000000		
01/31/2024 Wed	511 [CW]	09:26AM	01:02PM	3.5000000		8.00
	511 [CW]	01:30PM	06:00PM	4.5000000		
02/01/2024 Thu	511 [CW]	07:56AM	12:58PM	5.0000000		8.00
	511 [CW]	01:29PM	04:28PM	3.0000000		
02/02/2024 Fri	511 [CW]	07:55AM	12:38PM	4.7500000		7.25
	511 [CW]	01:06PM	03:30PM*	2.5000000		

Summary - AD004 [CUSHMAN, SHYANNE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					120.00	-12.00			108.00
3 [SICK]					4.00	4.00			8.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00	124.00	-8.00			124.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dup Clerk 30.0
Sewer 5.0
Water 5.0

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	Daily Total	Reg Hrs	OT Hrs
01/22/2024 Mon	401 [STW]	08:12AM	02:38PM	6.50	6.500000	
01/23/2024 Tue	401 [STW]	07:50AM	12:26PM	4.75	4.750000	
01/24/2024 Wed	401 [STW]	07:55AM	01:10PM	5.25	5.250000	
01/25/2024 Thu	401 [STW]	07:59AM	01:06PM	5.00	5.000000	
01/26/2024 Fri	401 [STW]	07:59AM	11:19AM	3.25	3.250000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	24.75		24.75					
TOTALS		24.75		24.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X _____
Supervisor Signature

1/22 Mon Hauled snow to behind ball park
 1/23 Tues cleared snow from street drains
 1/24 wed " " " " cleared snow at fire station
 1/25 Thurs put tape down on gym floor for pickle ball
 countries, moved refrigerator in kitchen put up pickle ball
 net, cleared street drains
 1/26 Fri Mopped floor in kitchen + golden room, cleared out
 street drains

5.25 Facility Maint
 19.5 Streets plowing
24.75

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
01/29/2024 Mon	401 [STW]	08:02AM	11:55AM	4.0000000		4.00
01/30/2024 Tue	401 [STW]	07:54AM	12:31PM	4.5000000		4.50
01/31/2024 Wed	401 [STW]	08:04AM	03:47PM*	7.7500000		7.75
02/01/2024 Thu	401 [STW]	07:52AM	11:44AM	4.0000000		4.00
02/02/2024 Fri	401 [STW]	07:55AM	11:46AM	3.7500000		3.75

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	24.00		24.00					
TOTALS		24.00		24.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x _____
Supervisor Signature

1/29 Mon Painted shop office
 1/30 Tues Helped moved new refrigerator into kitchen
 put up trim in shop office
 1/31 Wed Turned on new refrigerator & checked operation
 rearranged shop office after painting, helped take
 down christmas lights
 2/1 Thurs Moved things from old refrigerator to new one
 arranged things in shop office, checked on broken
 water line
 2/2 Fri Took down pickle ball net, put down floor mats
 in gym, mopped floors in bathroom and hallway, cleaned
 bathrooms

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/29/2024

01/22/2024 - 01/28/2024 [7 days]

Report Time: 4:54:33 PM

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
01/22/2024 Mon	301 [SEW]	06:57AM	02:57PM	8.0000000		8.00
01/23/2024 Tue	301 [SEW]	06:57AM	02:57PM	8.0000000		8.00
01/24/2024 Wed	303 [SES]			1.0000000		
	301 [SEW]	06:55AM	01:24PM	6.5000000		
	603 [WAS]			1.0000000		8.50
01/25/2024 Thu	301 [SEW]	06:56AM	12:05PM*	5.0000000		
	301 [SEW]	12:27PM*	03:24PM	3.0000000		8.00
01/26/2024 Fri	301 [SEW]	06:55AM	12:58PM	6.0000000		6.00

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
3 [SICK]					12.00		2.00		10.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	36.50		36.50					
303 [SES]	1[UNUSED]	1.00		1.00					
603 [WAS]	1[UNUSED]	1.00		1.00					
TOTALS		38.50		38.50	12.00		2.00		98.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

35.5 Sewer
 1.0 Streets
 1.0 Facility Maint.
 1.0 Water

 38.5

Dale Peterson Weekly Work Log 1-22-2024

Monday 1-22-2024:

Daily Labs at WWTP 2 Hours

Continued thawing and pumping down digesters 6 Hours

Tuesday 1-23-2024:

Daily Labs at WWTP 2 Hours

Troubleshoot and monitored Alum chemical pump and distribution 4 Hours, Installed replacement heat tape power unit on gutter north side of school gym 1 Hour, Cleaned storm drains of debris 1 Hour.

Wednesday 1-24-2024:

Daily Labs at WWTP 2 Hours

Picked up baby dump from Hallada for 4 Wheel drive repair 1 Hour, Gathered information and data for Delta 3 response to sanitary survey 3.5 Hours.

Thursday: 1-25-2024:

Daily Labs at WWTP 2 Hours

Troubleshoot Urinal flush valve and wall heater at the Community Center 2 Hours, Cleaned skimmers at WWTP 1 Hour, Completed yearly Phosphorus report and submitted 3 Hours.

Friday 1-19-2024:

Daily Labs at WWTP 2 Hours

Drained and scrubbed clarifiers 3 Hours, Troubleshoot crane on sewer truck 1 Hour

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/05/2024

01/29/2024 - 02/04/2024 [7 days]

Report Time: 9:00:00 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
01/29/2024 Mon	301 [SEW]	06:59AM	12:07PM	5.0000000		8.00
	301 [SEW]	12:35PM	03:27PM	3.0000000		
01/30/2024 Tue	301 [SEW]	06:57AM	12:17PM	5.2500000		8.25
	301 [SEW]	12:45PM	03:45PM	3.0000000		
01/31/2024 Wed	301 [SEW]	06:55AM	04:30PM*	9.5000000		9.50
02/01/2024 Thu	301 [SEW]	06:05AM	11:50AM	5.7500000		8.50
	301 [SEW]	12:20PM*	02:54PM	2.7500000		
02/02/2024 Fri	301 [SEW]	06:56AM	01:25PM	5.7500000	0.7500000	6.50

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
3 [SICK]					10.00	4.00			14.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	0.75	40.75					
TOTALS		40.00	0.75	40.75	10.00	4.00			102.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *DALE PETERSON*
Employee Signature

X _____
Supervisor Signature

Sewer 25.5
Water 9.0 *OT .75*
Fac Maint 1.0
Streets 4.5
40.0 .75

Dale Peterson Weekly Work Log 1-29-2024

Monday 1-29-2024:

Daily Labs at WWTP 2 Hours

Cleaned grease from Influent screen and rest of the plant 6 Hours.

Tuesday 1-23-2024:

Daily Labs at WWTP 2 Hours

Unloaded and installed new Refrigerator at the Community Center 1 Hour, Edited and resubmitted all 2023 Wastewater report forms per DNR changes on procedures 5 Hours.

Wednesday 1-24-2024:

Daily Labs at WWTP 2 Hours

Assisted Montfort with installation of 2 submersible pumps at their WWTP 4 Hours, Discovery and gameplanning for water main break just west of Level Street 3 Hours.

Thursday: 1-25-2024:

Daily Labs at WWTP 2 Hours

Repair water main break 80 yds west of level st equipment cleanup and flush mains in Collins St area 6 Hours.

Friday 1-19-2024:

Daily Labs at WWTP 2 Hours

Replace glass in skid steer door 4.5 Hours.

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/29/2024

01/22/2024 - 01/28/2024 [7 days]

Report Time: 8:10:43 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	Daily Total	Reg Hrs	OT Hrs
01/22/2024 Mon	401 [STW]	06:55AM	11:34AM		4.5000000	
	401 [STW]	12:11PM	03:42PM	8.00	3.5000000	
01/23/2024 Tue	401 [STW]	06:55AM	12:06PM		5.0000000	
	401 [STW]	12:36PM	03:42PM	8.25	3.2500000	
01/24/2024 Wed	401 [STW]	06:55AM	12:06PM		5.0000000	
	401 [STW]	12:42PM	03:24PM	7.75	2.7500000	
01/25/2024 Thu	401 [STW]	06:55AM	12:14PM		5.2500000	
	401 [STW]	12:53PM	03:31PM	7.75	2.5000000	
01/26/2024 Fri	401 [STW]	06:55AM	01:25PM	6.50	6.5000000	
01/27/2024 Sat	301 [SEW]	10:45AM	12:45PM*	2.00	1.7500000	0.2500000
01/28/2024 Sun	401 [STW]	09:32AM	11:32AM*	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]									86.25
3 [SICK]									23.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	1.75	0.25	2.00					
401 [STW]	1[UNUSED]	38.25	2.00	40.25					
TOTALS		40.00	2.25	42.25					118.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x ML
Employee Signature

x Julie [Signature]
Supervisor Signature

Streets Plowing 19.0
 Fac. Maint. 2.0
 Streets 15.25
 Sewer 1.75
 Water 2.0
 40.00 + 2.25 = 42.25

OT
2.25

Weekly Work Log January 22 – January 28 2024 Braden Losby

Monday January 22 2023:

Daily rounds. – 2 hours

Hauling snow. – 6 hours

Tuesday January 23 2023:

Daily rounds. – 2 hours

Hauling snow. – 3 hours

Plowing and salting. – 3 hours

Wednesday January 24 2023:

Daily rounds. – 2 hours

Picking up baby dump from dealer and farm and fleet run. – 2 hours

Cleaning up roads. – 2 hours

Working on plow bracket on baby dump. – 2 hours

Thursday January 25 2023:

Daily rounds. – 2 hours

Working on toilet and heater at school. – 2 hours

Clearing snow on breezeway at school. – 1 hour

Clearing snow with skid steer. – 2 hours

Working on paperwork for salt records. – 1 hour

Friday January 26 2023:

Daily rounds. – 2 hours

Working on well 2 generator. – 1 hour

Meter reads. – 2 hours

Working on crane on sewer truck. – 1 hour

Saturday January 27 2023:

Weekend rounds. – 2 hours

Sunday January 28 2023:

Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/05/2024

01/29/2024 - 02/04/2024 [7 days]

Report Time: 9:00:00 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
01/29/2024 Mon	401 [STW]	06:55AM	11:35AM	4.5000000		7.75
	401 [STW]	12:15PM	03:29PM	3.2500000		
01/30/2024 Tue	401 [STW]	06:55AM	12:24PM	5.5000000		8.00
	401 [STW]	12:45PM	03:35PM	2.5000000		
01/31/2024 Wed	401 [STW]	06:55AM	12:00PM*	5.0000000		9.25
	401 [STW]	12:30PM*	04:48PM*	4.2500000		
02/01/2024 Thu	401 [STW]	06:25AM	11:58AM	5.5000000		8.00
	401 [STW]	12:38PM	03:08PM	2.5000000		
02/02/2024 Fri	401 [STW]	06:55AM	01:24PM	6.5000000		6.50
02/03/2024 Sat	301 [SEW]	08:37AM	10:37AM*	0.5000000	1.5000000	2.00
02/04/2024 Sun	601 [WAW]	10:11AM	12:11PM*		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]					23.75	4.00			27.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	0.50	1.50	2.00					
401 [STW]	1[UNUSED]	39.50		39.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	3.50	43.50	23.75	4.00			122.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL

Employee Signature

X Joe RB

Supervisor Signature

Streets 30.0 OT 3.5
 Sewer 2.0
 Water 6.0
 Fac Maint. 2.0
40.0 Page 7 3.5

Weekly Work Log January 29 – February 4 2024 Braden Losby

Monday January 29 2024:

Daily rounds. – 2 hours

Working on village shop. – 6 hours

Tuesday January 30 2024:

Daily rounds. – 2 hours

Moving new fridge in school. – 2 hours

Farm and fleet run. – 1 hour

Getting salt out of big truck. – 3 hours

Wednesday January 31 2024:

Daily rounds. – 2 hours

Helping Montfort set new pumps. – 3 hours

Taking down Christmas decorations. – 3 hours

Thursday February 1 2024:

Daily rounds. – 2 hours

Repairing water main break. – 4 hours

Getting new skid steer windshield. – 2 hours

Friday February 2 2024:

Daily rounds. – 2 hours

Replacing windshield on skid steer. – 5 hours

Saturday February 3 2024:

Weekend rounds. – 2 hours

Sunday February 4 2024:

Weekend rounds. – 2 hours

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

Report Date: 02/07/2024

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

Report Time: 12:18:42 PM

01/22/2024 - 02/04/2024 [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
LOC: 1 [Village of Ridgeway]										
DEPT: PD [Police]										
GORHAM, MICHAEL [PD011]		66.50			-2.25			7.75	8.00	80.00
PD [Police] Total:		66.50		0.00	-2.25	0.00	0.00	7.75	8.00	80.00
Head Count:										1
1 [Village of Ridgeway] Total:		66.50		0.00	-2.25	0.00	0.00	7.75	8.00	80.00
Head Count:										1
Grand Total:		66.50		0.00	-2.25	0.00	0.00	7.75 ✓	8.00	80.00 ✓
Head Count:										1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/07/2024

01/22/2024 - 01/28/2024 [7 days]

Report Time: 12:12:13 PM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/22/2024 Mon	201 [POW]	10:00AM*	12:00PM*	2.0000000		
	201 [POW]	07:30PM*	11:30PM*	4.0000000		6.00
01/23/2024 Tue	201 [POW]	11:00AM*	01:30PM*	2.5000000		
	201 [POW]	06:07PM	06:28PM	0.5000000		
	201 [POW]	06:54PM	12:41AM	5.7500000		8.75
01/24/2024 Wed	201 [POW]	04:04PM	11:49PM	7.7500000		7.75
01/25/2024 Thu	204 [POV]			7.7500000		7.75
01/26/2024 Fri	201 [POW]	03:00PM*	12:42AM	9.7500000		9.75

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					177.00		7.75		169.25
3 [SICK]									163.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	32.25		32.25					
204 [POV]	1[UNUSED]	7.75		7.75					
TOTALS		40.00		40.00	177.00		7.75		340.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/05/2024

01/29/2024 - 02/04/2024 [7 days]

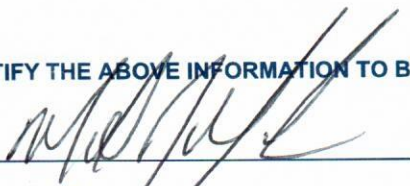
Report Time: 9:00:00 AM

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	Reg Hrs	OT Hrs	Daily Total
01/29/2024 Mon	201 [POW]	06:26PM	11:44PM	5.2500000		5.25
01/30/2024 Tue	203 [POS]			8.0000000		8.00
01/31/2024 Wed	201 [POW]	01:40PM	10:30PM	8.7500000		8.75
02/01/2024 Thu	201 [POW]	04:34PM	12:13AM	7.7500000		7.75
02/02/2024 Fri	201 [POW]	07:02PM	01:12AM	6.2500000		6.25
02/03/2024 Sat	201 [POW]	07:20PM*	01:32AM	6.2500000		6.25
02/04/2024 Sun	208 [PADJ]			-2.2500000		-2.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									169.25
3 [SICK]					163.00	4.00	8.00		159.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	34.25		34.25					
203 [POS]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	-2.25		-2.25					
TOTALS		40.00		40.00	163.00	4.00	8.00		336.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature