

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

Report Date: 02/20/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:25:50 PM

02/05/2024 - 02/18/2024 [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]	17.00	0.00	17.00
SE [Sewer]	305[SADW]	7.00	0.00	7.00
WA [Water]	605[WADW]	7.00	0.00	7.00
AD001 [PHELAN, LORI L] Total:		76.50	0.00	76.50
Employee: AD003 [JOHNSON, MAGGIE]				
DC [Deputy Clerk]	511[CW]	5.50	0.00	5.50
AD003 [JOHNSON, MAGGIE] Total:		5.50	0.00	5.50
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	67.50 ✓	0.00	67.50
SE [Sewer]	305[SADW]	4.25 ✓	0.00	4.25
WA [Water]	605[WADW]	4.25 ✓	0.00	4.25
AD004 [CUSHMAN, SHYANNE] Total:		76.00	0.00	76.00 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	29.00	0.00	29.00
PA [Parks]	101[PAW]	2.00	0.00	2.00
SP [Streets Plowing]	401[STW]	1.50	0.00	1.50
ST [Streets]	401[STW]	3.00	0.00	3.00
PW003 [JOHNSON, HARRY] Total:		35.50	0.00	35.50
Employee: PW005 [PETERSON, DALE]				
SE [Sewer]	301[SEW]	58.00	0.00	58.00
SE [Sewer]	303[SES]	2.00	0.00	2.00
SE [Sewer]	304[SEV]	4.00	0.00	4.00
ST [Streets]	401[STW]	3.00	0.00	3.00
WA [Water]	601[WAW]	6.00	0.00	6.00
WA [Water]	603[WAS]	2.00	0.00	2.00
WA [Water]	604[WAV]	4.00	0.00	4.00
PW005 [PETERSON, DALE] Total:		79.00	0.00	79.00
Employee: SP003 [LOSBY, BRADEN]				
FM [FACILITES MAINTENANCE]	611[FMW]	2.75	0.00	2.75
PA [Parks]	101[PAW]	14.75	0.00	14.75
SE [Sewer]	301[SEW]	5.50	0.00	5.50
SP [Streets Plowing]	401[STW]	4.00	0.00	4.00
ST [Streets]	401[STW]	46.50	6.00	52.50
WA [Water]	601[WAW]	6.50	0.00	6.50
SP003 [LOSBY, BRADEN] Total:		80.00	6.00	86.00
Grand Totals:		352.50	6.00	358.50

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 AM

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/05/2024 Mon	501 [TRW]	07:53AM	01:27PM	5.5000000		
	501 [TRW]	02:05PM	04:38PM	2.7500000		8.25
02/06/2024 Tue	511 [CW]	09:47AM	05:14PM	7.5000000		7.50
02/07/2024 Wed	501 [TRW]	07:57AM	01:01PM	5.0000000		
	501 [TRW]	01:36PM	04:32PM	3.0000000		8.00
02/08/2024 Thu	501 [TRW]	02:26PM	04:30PM	2.0000000		
	511 [CW]	05:54PM	07:56PM	2.0000000		4.00
02/09/2024 Fri	501 [TRW]	08:06AM	01:57PM	6.0000000		
	501 [TRW]	02:34PM	05:28PM	3.0000000		9.00

Summary - AD001 [PHELAN, LORI L]						Accrual				
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs		Prior Bal	Adjust	Used	Earned	Available
2 [VACA]										
3 [SICK]										
6 [FH]										
501 [TRW]	1[UNUSED]	27.25		27.25						
511 [CW]	1[UNUSED]	9.50		9.50						
TOTALS		36.75		36.75						

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan
Employee Signature

x _____
Supervisor Signature

Treasurer - 25.75
Clerk - 8.5
Sewer Adv - 1.25
Water Adv - 1.25
36.75

Bank Reconciliation, Plan Commission
MTG, Bank Deposits, Process Tax
Pymts + run reports for February
Settlement, receive bills with
pymts + verify bank deposits,
Prepare + post meeting agendas
Board MTG + Plan Commission

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 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
02/06/2024 Tue	511 [CW]	04:58PM	09:16PM	4.2500000		4.25
02/07/2024 Wed	511 [CW]	04:20PM	05:30PM	1.2500000		1.25

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]	5.50		5.50					
TOTALS		5.50		5.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x  _____
 Employee Signature

x  _____
 Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 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
02/05/2024 Mon	511 [CW]	07:59AM	12:13PM	4.2500000		
	511 [CW]	12:43PM	04:30PM	3.7500000		8.00
02/06/2024 Tue	511 [CW]	09:54AM	02:08PM	4.2500000		
	511 [CW]	02:38PM	09:16PM	6.5000000		10.75
02/07/2024 Wed	511 [CW]	09:56AM	02:15PM	4.2500000		
	511 [CW]	02:45PM	05:40PM	3.0000000		7.25
02/08/2024 Thu	511 [CW]	07:57AM	12:19PM	4.2500000		
	511 [CW]	12:48PM	04:28PM	3.7500000		8.00
02/09/2024 Fri	511 [CW]	07:55AM	01:58PM	6.0000000		6.00

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]									8.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					124.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

*Dep Clerk 37.0
Sewer Adm 1.5
Water Adm 1.5*

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 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
02/05/2024 Mon	401 [STW]	08:05AM	11:04AM	3.0000000		3.00
02/06/2024 Tue	401 [STW]	08:07AM	12:00PM	4.0000000		4.00
02/07/2024 Wed	401 [STW]	07:56AM	12:15PM	4.2500000		4.25
02/08/2024 Thu	401 [STW]	07:58AM	11:44AM	3.7500000		3.75
02/09/2024 Fri	401 [STW]	07:59AM	11:38AM	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]	18.75		18.75					
TOTALS		18.75		18.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson
Employee Signature

X _____
Supervisor Signature

2/5 Mon Swept gym floor, put up pickle ball net
swept hallways & Multi purpose room

2/6 Tues cleaned kitchen, brought old maps from shop to
RCE, put up bulletin boards in shop office, removed
cargel from Jarvis St. took to park dumpster

Wed 2/7 Helped put up plywood in portable building
windows & doors, brought paint supplies from shop to RCE

Thurs 2/8 Removed Christmas tree branches frt. flower bed
helped with concession stand lights

Fri 2/9 checked lights in basement, mopped & cleaned bathrooms
Mopped multi purpose room floors

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 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
02/05/2024 Mon	301 [SEW]	06:56AM	11:58AM	5.0000000		
	301 [SEW]	12:28PM	03:25PM	3.0000000		8.00
02/06/2024 Tue	301 [SEW]	06:57AM	11:55AM	5.0000000		
	301 [SEW]	12:23PM	03:25PM	3.0000000		8.00
02/07/2024 Wed	301 [SEW]	06:55AM	12:11PM	5.2500000		
	301 [SEW]	12:42PM	03:26PM	2.7500000		8.00
02/08/2024 Thu	301 [SEW]	06:54AM	12:05PM*	5.0000000		
	301 [SEW]	12:28PM*	02:54PM	2.5000000		7.50
02/09/2024 Fri	304 [SEV]			8.0000000		8.00

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			8.00	72.00
3 [SICK]									14.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	31.50		31.50					
304 [SEV]	1[UNUSED]	8.00		8.00					
TOTALS		39.50		39.50	80.00			8.00	94.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

*Sewer 34.5
 Water 5.0*

Dale Peterson Weekly Work Log 2-5-2024

Monday 2-5-2024:

Daily Labs at WWTP 2 Hours

Cleaned screen and DO Probes 2 Hours, pumped decant from sludge tank 4 Hours.

Tuesday 2-6-2024:

Daily Labs at WWTP 2 Hours

Decanted sludge tank 5 Hours, Pulled Nitrate sample from Well 1 and delivered to Speedee 1Hour.

Wednesday 2-7-2024:

Daily Labs at WWTP 2 Hours

Pumped decant from the sludge tank 4 Hours, Completed and submitted water and wastewater reports 2 Hours.

Thursday: 2-8-2024:

Daily Labs at WWTP 2 Hours

Pumped down and scrubbed both clarifiers and skimmed floatables from the surface of both 5.5 Hours.

Friday 2-8-2024:

8 Hours Vacation

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 10:30:13 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
02/05/2024 Mon	401 [STW]	06:54AM	11:57AM	5.0000000		
	401 [STW]	12:35PM	03:29PM	3.0000000		8.00
02/06/2024 Tue	401 [STW]	06:55AM	11:43AM	4.7500000		
	601 [WAW]	12:30PM	03:29PM	3.0000000		
	401 [STW]	06:45PM*	09:14PM*	2.5000000		10.25
02/07/2024 Wed	401 [STW]	06:55AM	11:57AM	5.0000000		
	401 [STW]	12:38PM	03:29PM	2.7500000		7.75
02/08/2024 Thu	401 [STW]	06:55AM	11:59AM	5.0000000		
	301 [SEW]	12:37PM	03:24PM	3.0000000		
	401 [STW]	06:16PM	06:53PM	0.7500000		8.75
02/09/2024 Fri	401 [STW]	06:56AM	11:45AM	4.7500000		4.75
02/10/2024 Sat	401 [STW]	07:39AM	09:39AM*	0.5000000	1.5000000	2.00
02/11/2024 Sun	401 [STW]	10:03AM	12:03PM*		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]									27.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	3.00		3.00					
401 [STW]	1[UNUSED]	34.00	3.50	37.50					
601 [WAW]	1[UNUSED]	3.00		3.00					
TOTALS		40.00	3.50	43.50					122.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL

Employee Signature

x [Signature]

Supervisor Signature

Sheet 20.5

OT 3.5

Sever 2.0

Water 3.0

Parks 11.75

Fac. Maint. 2.75

40.0

3.5 = 43.5

Weekly Work Log February 5 – February 11 2024 Braden Losby

Monday February 5 2024:

Daily rounds. – 2 hours

Installing new skid steer windshield. – 3 hours

Washing trucks. – 3 hours

Tuesday February 6 2024:

Daily rounds. – 2 hours

Working on skid steer. – 2 hours

Working on shop office. – 4 hours

Park and rec meeting. – 3 hours

Wednesday February 7 2024:

Daily rounds. – 2 hours

Boarding up windows on portable building. – 3 hours

Emergency locates. – 1 hour

Working on concession stand. – 2 hours

Thursday February 8 2024:

Daily rounds. – 2 hours

Installing new concession stand lighting. – 6 hours

Planning committee meeting. – 1 hour

Friday February 9 2024:

Daily rounds. – 2 hours

Cleaning up concession stand. – 2 hours

Getting stuff together for board meeting. – 1 hour

Saturday February 10 2024:

Weekend rounds. – 2 hours

Sunday February 11 2024:

Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

02/12/2024 - 02/18/2024 [7 days]

AD001 [PHELAN, LORI L]

Employee ID	AD001	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	PHELAN	First Name	LORI L

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/12/2024 Mon	501 [TRW]	08:02AM	01:36PM	5.500000		
	605 [WADW]	02:07PM	04:39PM	2.750000		8.25
02/13/2024 Tue	501 [TRW]	07:59AM	12:15PM	4.250000		
	511 [CW]	12:46PM	09:13PM	8.500000		12.75
02/14/2024 Wed	501 [TRW]	08:02AM	12:04PM	4.000000		4.00
02/15/2024 Thu	501 [TRW]	08:30AM*	05:00PM*	8.500000		8.50
02/16/2024 Fri	501 [TRW]	08:30AM*	12:00PM*	3.500000		
	305 [SADW]	01:50PM	04:25PM	2.750000		6.25

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]						108.00			108.00
3 [SICK]									
6 [FH]						8.00			8.00
305 [SADW]	1[UNUSED]	2.75		2.75					
501 [TRW]	1[UNUSED]	25.75		25.75					
511 [CW]	1[UNUSED]	8.50		8.50					
605 [WADW]	1[UNUSED]	2.75		2.75					
TOTALS		39.75		39.75		116.00			116.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori Phelan
 Employee Signature

x _____
 Supervisor Signature

Treasurer 19.75
 Clerk 8.5
 Sewer Adm 5.75
 Water Adm 5.75
39.75

Attend Plan Commission mtg + BOT mtg,
 Utility ACH payments processed,
 Attend Eblers Finance Workshop
 Distribute timesheets, allocate wkly hrs.
 Respond to emails, begin catch up WRS
 Water Webinars for WRS.

Employee Timecard - LPHELAN-07/27/2015

02/12/2024 - 02/18/2024 [7 days]

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
02/12/2024 Mon	511 [CW]	07:56AM	12:20PM	4.2500000		
	511 [CW]	12:50PM	04:33PM	3.7500000		8.00
02/13/2024 Tue	511 [CW]	07:58AM	11:57AM	4.0000000		4.00
02/14/2024 Wed	511 [CW]	07:58AM	12:31PM	4.5000000		
	511 [CW]	01:00PM	04:29PM	3.5000000		8.00
02/15/2024 Thu	511 [CW]	07:59AM	12:15PM	4.2500000		
	511 [CW]	12:46PM	04:28PM	3.7500000		8.00
02/16/2024 Fri	511 [CW]	07:58AM	12:09PM	4.2500000		
	511 [CW]	12:41PM	04:27PM	3.7500000		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]									8.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					124.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

02/12/2024 - 02/18/2024 [7 days]



PW003 [JOHNSON, HARRY]

Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401
Pay Type	1	Last Name	JOHNSON	First Name	HARRY

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/13/2024 Tue	611 [FMW]	08:01AM	12:31PM	4.5000000		4.50
02/14/2024 Wed	611 [FMW]	07:54AM	12:06PM	4.0000000		4.00
02/15/2024 Thu	401 [STW]	06:54AM	11:31AM	4.5000000		4.50
02/16/2024 Fri	401 [STW]	07:57AM	11:47AM	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]	8.25		8.25					
611 [FMW]	1[UNUSED]	8.50		8.50					
TOTALS		16.75		16.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
 Employee Signature

x _____
 Supervisor Signature

2/13 Tues Cleaned mop room, cleaned mop soap machine
 got easter decorations out of storage
 2/14 Wed stocked shelves in storage room, checked ball field
 & ball field lights opened REC, took cardboard to recycling bin
 2/15 Thurs ploped snow, helped with down tree on Mandt court
 checked old hall way floor pieces for removal, removed tape
 from walls upstairs
 2/16 Fri pulled out floor mats in gym, put away pickle ball
 net, got gym score board working, put away Toilet Band
 cleaner, stocked bathrooms

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/19/2024

02/12/2024 - 02/18/2024 [7 days]

Report Time: 8:35:44 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
02/12/2024 Mon	301 [SEW]	06:58AM	11:58AM	5.000000		
	301 [SEW]	12:24PM	03:27PM	3.000000		8.00
02/13/2024 Tue	301 [SEW]	06:57AM	12:00PM	5.000000		
	301 [SEW]	12:27PM	02:54PM	2.500000		
	301 [SEW]	05:30PM*	08:09PM	2.750000		10.25
02/14/2024 Wed	301 [SEW]	06:58AM	12:33PM	5.500000		
	301 [SEW]	01:01PM	03:30PM	2.500000		8.00
02/15/2024 Thu	303 [SES]			2.000000		
	301 [SEW]	06:48AM	10:55AM	4.250000		
	603 [WAS]			2.000000		8.25
02/16/2024 Fri	301 [SEW]	06:58AM	11:56AM	5.000000		5.00

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		4.00		10.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	35.50		35.50					
303 [SES]	1[UNUSED]	2.00		2.00					
603 [WAS]	1[UNUSED]	2.00		2.00					
TOTALS		39.50		39.50	14.00		4.00		90.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 2-12-2024

Monday 2-12-2024:

Daily Labs at WWTP 2 Hours

Installed the last pump at Montfort WWTP 2 Hours, experimented and adjusted wasting rates etc to control excess phosphorus 4 Hours.

Tuesday 2-13-2024:

Daily Labs at WWTP 2 Hours

Went thru chem pump specs and application with DNR 4 Hours, went thru manuals and procedures for spring drawdown of WWTP 2 Hours.

Wednesday 2-7-2024:

Daily Labs at WWTP 2 Hours

Prepped Gravely mower for sale 1 Hour, test ran single side of the WWTP plant drawdown for cleanout and adjusted skimmers to factory spec 5 Hours.

Thursday: 2-8-2024:

Daily Labs at WWTP 2 Hours

Helped homeowner remove downed tree on Meudt Court 2 Hours

4 Hours sick

Friday 2-8-2024:

Daily Labs at WWTP 2 Hours

Decanted sludge tank 3 Hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/19/2024

02/12/2024 - 02/18/2024 [7 days]

Report Time: 8:35:44 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
02/12/2024 Mon	401 [STW]	06:55AM	12:07PM	5.000000		7.75
	301 [SEW]	12:49PM	03:33PM	2.750000		
02/13/2024 Tue	401 [STW]	06:55AM	11:16AM	4.250000		10.50
	401 [STW]	12:01PM	03:31PM	3.500000		
	601 [WAW]	05:25PM	08:18PM	2.750000		
02/14/2024 Wed	401 [STW]	06:55AM	12:02PM	5.000000		8.00
	401 [STW]	12:41PM	03:39PM	3.000000		
02/15/2024 Thu	401 [STW]	06:54AM	12:13PM	5.250000		7.75
	401 [STW]	12:34PM	03:21PM	2.500000		
02/16/2024 Fri	401 [STW]	06:55AM	11:36AM	4.500000		4.50
02/17/2024 Sat	401 [STW]	09:07AM	11:07AM*	1.500000	0.500000	2.00
02/18/2024 Sun	401 [STW]	09:19AM	11:19AM*		2.000000	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]									27.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	2.75		2.75					
401 [STW]	1[UNUSED]	34.50	2.50	37.00					
601 [WAW]	1[UNUSED]	2.75		2.75					
TOTALS		40.00	2.50	42.50					122.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL

Employee Signature

X [Signature]

Supervisor Signature

Weekly Work Log February 12 – February 18 2024

Braden Losby

Monday February 12 2024:

Daily rounds. – 2 hours

Assisting Montfort with installing pump. – 3 hours

Cleaning up corners on roads with skid steer. – 3 hours

Tuesday February 13 2024:

Daily rounds. – 2 hours

Moving old fridge out of school. – 1 hour

Changing garbage. – 2 hours

Working on village shop. – 3 hours

Board Mtg 2.5 hrs.

Wednesday February 14 2024:

Daily rounds. – 2 hours

Prepping trucks for snow storm. – 2 hours

Getting gravely zero turn ready to sell. – 3 hours

Trying to figure out ballpark lighting. – 1 hour

Thursday February 15 2024:

Daily rounds. – 2 hours

Plowing. – 4 hours

Clearing tree from road and working on chain saw. – 2 hours

Friday February 16 2024:

Daily rounds. – 2 hours

Laying out mats at school and working on scoreboard. – 2 hours

Working on new Holland tractor. – 1 hour

Saturday February 17 2024:

Weekend rounds. – 2 hours

Sunday February 18 2024:

Weekend rounds. – 2 hours

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

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

02/05/2024 - 02/18/2024 [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 Hours	Total Hrs
LOC: 1 [Village of Ridgeway]										
DEPT: PD [Police]										
GORHAM, MICHAEL [PD011]	81.00		-7.00				6.00		8.00	88.00
PD [Police] Total:	81.00		-7.00	0.00	0.00	0.00	6.00	0.00	8.00	88.00
<i>Head Count:</i>										1
1 [Village of Ridgeway] Total:	81.00		-7.00	0.00	0.00	0.00	6.00	0.00	8.00	88.00
<i>Head Count:</i>										1
Grand Total:	81.00		-7.00	0.00	0.00	0.00	6.00	0.00	8.00	88.00
<i>Head Count:</i>										1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/12/2024

02/05/2024 - 02/11/2024 [7 days]

Report Time: 2:22:40 PM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/05/2024 Mon	201 [POW]	11:02AM	10:25PM	11.5000000		11.50
02/06/2024 Tue	201 [POW]	07:55PM	11:01PM	3.0000000		3.00
02/07/2024 Wed	201 [POW]	10:08AM	04:41PM	6.5000000		
	201 [POW]	05:51PM	10:22PM	4.5000000		11.00
02/08/2024 Thu	201 [POW]	01:21PM	10:24PM	9.2500000		9.25
02/09/2024 Fri	204 [POV]			6.0000000		6.00
02/11/2024 Sun	206 [POG]	02:00PM*	10:00PM*	8.0000000		8.00

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		6.00		163.25
3 [SICK]									159.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	34.75		34.75					
204 [POV]	1[UNUSED]	6.00		6.00					
206 [POG]	1[UNUSED]	8.00		8.00					
TOTALS		48.75		48.75	169.25		6.00		330.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

2-11-2024 2p-10p.m. - Traffic Grant Overtime *

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/19/2024

02/12/2024 - 02/18/2024 [7 days]

Report Time: 8:35:44 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
02/12/2024 Mon	201 [POW]	01:35PM	10:44PM	9.2500000		9.25
02/13/2024 Tue	201 [POW]	02:49PM	11:12PM	8.5000000		8.50
02/14/2024 Wed	201 [POW]	02:43PM	10:59PM	8.2500000		8.25
02/16/2024 Fri	201 [POW]	06:41AM	04:27PM	9.7500000		
	205 [POP]	06:00PM*	10:15PM*	4.2500000		14.00
02/17/2024 Sat	201 [POW]	03:26PM	06:00PM*	2.5000000		
	201 [POW]	10:00PM*	01:49AM*	3.7500000		6.25
02/18/2024 Sun	208 [PADJ]			-7.0000000		-7.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									163.25
3 [SICK]									159.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	42.00		42.00					
205 [POP]	1[UNUSED]	4.25		4.25					
208 [PADJ]	1[UNUSED]	-7.00		-7.00					
TOTALS		39.25		39.25					330.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *F away @ training*
Employee Signature

x _____
Supervisor Signature