

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

Report Date: 03/05/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:39:54 PM

02/19/2024 - 03/03/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	38.25	0.00	38.25 ✓
AD [General Admin]	504[TRV]	12.00	0.00	12.00 ✓
AD [General Admin]	511[CW]	10.50	0.00	10.50 ✓
SE [Sewer]	305[SADW]	4.75	0.00	4.75 ✓
WA [Water]	605[WADW]	5.50	0.00	5.50 ✓
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>71.00</b>	<b>0.00</b>	<b>71.00</b>
<b>Employee: AD004 [CUSHMAN, SHYANNE]</b>				
DC [Deputy Clerk]	511[CW]	57.50	0.00	57.50 ✓
SE [Sewer]	305[SADW]	7.25	0.00	7.25 ✓
WA [Water]	605[WADW]	7.25	0.00	7.25 ✓
<b>AD004 [CUSHMAN, SHYANNE] Total:</b>		<b>72.00</b>	<b>0.00</b>	<b>72.00</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	29.75	0.00	29.75 ✓
PA [Parks]	101[PAW]	12.25	0.00	12.25 ✓
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>42.00</b>	<b>0.00</b>	<b>42.00</b>
<b>Employee: PW005 [PETERSON, DALE]</b>				
SE [Sewer]	301[SEW]	62.00	0.00	62.00 ✓
WA [Water]	601[WAW]	16.50	0.00	16.50 ✓
<b>PW005 [PETERSON, DALE] Total:</b>		<b>78.50</b>	<b>0.00</b>	<b>78.50</b>
<b>Employee: SP003 [LOSBY, BRADEN]</b>				
PA [Parks]	101[PAW]	1.00	0.00	1.00 ✓
SE [Sewer]	301[SEW]	21.50	0.00	21.50 ✓
ST [Streets]	401[STW]	48.00 ✓	4.75 ✓	52.75 ✓
WA [Water]	601[WAW]	9.50	0.00	9.50 ✓
<b>SP003 [LOSBY, BRADEN] Total:</b>		<b>80.00</b>	<b>4.75</b>	<b>84.75</b>
<b>Grand Totals:</b>		<b>343.50</b>	<b>4.75</b>	<b>348.25</b>

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:50 PM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	501 [TRW]	08:00AM	01:03PM	5.0000000		8.25
	501 [TRW]	01:32PM	04:39PM	3.2500000		
02/20/2024 Tue	501 [TRW]	07:59AM	11:33AM	3.5000000		8.00
	501 [TRW]	12:07PM	04:30PM	4.5000000		
02/21/2024 Wed	501 [TRW]	07:57AM	12:23PM	4.5000000		8.00
	501 [TRW]	01:03PM	04:36PM	3.5000000		
02/22/2024 Thu	504 [TRV]			8.0000000		8.00
02/23/2024 Fri	504 [TRV]			4.0000000		4.00

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					108.00		12.00		96.00
3 [SICK]									
6 [FH]									8.00
501 [TRW]	1[UNUSED]	24.25		24.25					
504 [TRV]	1[UNUSED]	12.00		12.00					
<b>TOTALS</b>		<b>36.25</b>		<b>36.25</b>	<b>108.00</b>		<b>12.00</b>		<b>104.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

x \_\_\_\_\_

Employee Signature

Supervisor Signature

Treas 34.0  
 Sewer Adm. .75  
 Water Adm 1.50

Review + respond to emails, talk w/Dale re: new meters this year.  
 Process payroll, Process + submit monthly utility ACH pymts,  
 Bank deposits, calculate paper WRS contributions, work  
 with MC to be able to submit January report, utility receipts,  
 set up + activate new phones for Braden + Skyline, port Clark phone  
 from US Cellular to First Net + set up new phone - transfer  
 contacts, no go + set up Apple accts for all three. Enter + process  
 Village ACH payments. Vacation 12 hrs.

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

Report Date: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:51 PM

#### 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
02/19/2024 Mon	511 [CW]	07:59AM	12:23PM	4.5000000		
	511 [CW]	12:54PM	04:29PM	3.5000000		8.00
02/20/2024 Tue	511 [CW]	07:59AM	12:00PM	4.0000000		4.00
02/21/2024 Wed	511 [CW]	07:56AM	01:11PM*	5.2500000		
	511 [CW]	01:41PM*	04:31PM	2.7500000		8.00
02/22/2024 Thu	511 [CW]	08:00AM	12:34PM	4.5000000		
	511 [CW]	01:06PM	04:30PM	3.5000000		8.00
02/23/2024 Fri	511 [CW]	07:58AM	01:18PM	5.2500000		
	511 [CW]	01:47PM	04:30PM	2.7500000		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					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>124.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
 Employee Signature

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

Clerk 29.5  
 Sewer Adm 3.25  
 Water Adm 3.25

Monday - K2 structure meeting  
Utility payments -  
Social  
park agenda  
Library Volunteers

Tues - Bank - Change  
Utility  
Social  
Farm Market Storytime

Wed.  
Utility  
Dog License  
Social  
Library Volunteers  
Update Trimble  
Spring Newsletter  
Facebook Address  
Phone Setup

Thurs  
Social  
Utility - bank  
Late Fees  
phone setup  
Easter Egg Hunt  
Park reparation

Fr. day  
Utility  
Rentals  
Social

| | |

VILLAGE OF RIDGEWAY

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

Report Date: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:51 PM

#### 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
02/19/2024 Mon	401 [STW]	07:59AM	11:38AM	3.7500000		3.75
02/20/2024 Tue	401 [STW]	08:11AM	12:33PM	4.2500000		4.25
02/21/2024 Wed	401 [STW]	07:58AM	12:01PM	4.0000000		4.00
02/22/2024 Thu	401 [STW]	08:00AM	01:21PM	5.2500000		5.25
02/23/2024 Fri	401 [STW]	08:00AM	11:27AM	3.5000000		3.50

#### Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	20.75		20.75					
<b>TOTALS</b>		<b>20.75</b>		<b>20.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

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

*Mon 2/19 opened RCC, set pickle ball net, put mats on side of bleachers, rearranged lock rooms in boys locker room. Took out garbage, spread salt on north entrance.*

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

Report Date: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:51 PM

#### SP003 [LOSBY, BRADEN]

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	401 [STW]	06:56AM	12:05PM	5.0000000		8.00
	401 [STW]	12:36PM	03:30PM*	3.0000000		
02/20/2024 Tue	401 [STW]	06:55AM	12:03PM	5.0000000		8.00
	401 [STW]	12:33PM	03:32PM	3.0000000		
02/21/2024 Wed	401 [STW]	06:55AM	12:04PM	5.0000000		7.75
	301 [SEW]	12:41PM	03:30PM	2.7500000		
02/22/2024 Thu	401 [STW]	06:55AM	12:11PM	5.2500000		8.00
	601 [WAW]	12:36PM	03:34PM	2.7500000		
02/23/2024 Fri	401 [STW]	06:55AM	01:37PM	6.5000000		6.50
02/24/2024 Sat	401 [STW]	07:30AM	09:30AM*	1.7500000	0.2500000	2.00
02/25/2024 Sun	401 [STW]	09:10AM	11:10AM*		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]	2.75		2.75					
401 [STW]	1[UNUSED]	34.50	2.25	36.75					
601 [WAW]	1[UNUSED]	2.75		2.75					
<b>TOTALS</b>		<b>40.00</b>	<b>2.25</b>	<b>42.25</b>					<b>122.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BLV

Employee Signature

*OI*

*Streets - 23.0 2.25*

*Parks - 1.0*

*Sewer - 14.0*

*Water - 2.0*

x [Signature]

Supervisor Signature

Weekly Work Log February 19 – February 25 2024

Braden Losby

**Monday February 19 2024:**

Daily rounds. – 2 hours

Working on new Holland tractor. – 4 hours

Working on shop. – 2 hours

**Tuesday February 20 2024:**

Daily rounds. – 2 hours

Pushing brush. – 1 hour

Working on shop. – 5 hours

**Wednesday February 21 2024:**

Daily rounds. – 2 hours

Working on effluent channel at wwtp. – 3 hours

Working on wwtp office. – 2 hours

Working on blowers at wwtp. – 1 hour

**Thursday February 22 2024:**

Daily rounds. – 2 hours

Cleaning out clarifiers. – 3 hours

Working on blowers. – 2 hours

Planning out park cleanup. 1 hours

**Friday February 23 2024:**

Daily rounds. – 2 hours

Leveling out driveway at wwtp. – 1 hour

Meter reads. – 3 hours

**Saturday February 24 2024:**

Weekend rounds. – 2 hours

**Sunday February 25 2024:**

Weekend rounds. – 2 hours

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

Report Date: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:51 PM


**PW005 [PETERSON, DALE]**

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	301 [SEW]	06:54AM	12:01PM	5.0000000		
	301 [SEW]	12:29PM	03:26PM	3.0000000		8.00
02/20/2024 Tue	301 [SEW]	06:55AM	11:57AM	5.0000000		
	301 [SEW]	12:26PM	03:23PM	3.0000000		8.00
02/21/2024 Wed	301 [SEW]	06:54AM	12:01PM	5.0000000		
	301 [SEW]	12:28PM	03:25PM	3.0000000		8.00
02/22/2024 Thu	301 [SEW]	06:55AM	12:02PM*	5.0000000		
	301 [SEW]	12:30PM*	03:25PM	3.0000000		8.00
02/23/2024 Fri	301 [SEW]	06:57AM	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]									10.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	39.00		39.00					
<b>TOTALS</b>		<b>39.00</b>		<b>39.00</b>					<b>90.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

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

Sewer - 34  
Water - 5



Dale Peterson Weekly Work Log 2-19-2024

Monday 2-19-2024:

Daily Labs at WWTP 2 Hours

B side clarifier was upset and full of solids, found a valve that had left in the closed position. Restarted the clarifier and spent the remainder of the day cleaning the floatables and taking tests 6 Hours.

Tuesday 2-20-2024:

Daily Labs at WWTP 2 Hours

Adjusting and measuring to get Nitrogen/Ammonia down, cleaning clarifiers 6 Hours.

Wednesday 2-21-2024:

Daily Labs at WWTP 2 Hours

Drained and cleaned Effluent/UV channel 4 Hours, Cleaned skimmers on Clarifiers 2 Hours

Thursday: 2-22-2024:

Daily Labs at WWTP 2 Hours

Cross trained Braden on pumping down and scrubbing Clarifiers 4 Hours, changed oil in the blowers at the WWTP 2 Hours.

Friday 2-23-2024:

Daily Labs at WWTP 2 Hours

Decanted sludge tank 4 Hours, changed oil in last blower 1 Hour

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

02/26/2024 - 03/03/2024 [7 days]

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/26/2024 Mon	501 [TRW]	12:36PM	05:01PM	4.5000000		4.50
02/27/2024 Tue	501 [TRW]	08:07AM	01:33PM	5.5000000		
	501 [TRW]	02:07PM	04:33PM	2.5000000		8.00
02/28/2024 Wed	501 [TRW]	08:01AM	01:04PM	5.0000000		
	501 [TRW]	01:32PM	04:30PM	3.0000000		8.00
02/29/2024 Thu	501 [TRW]	08:03AM	12:01PM	4.0000000		
	501 [TRW]	02:45PM	04:45PM	2.0000000		6.00
03/01/2024 Fri	501 [TRW]	08:05AM	11:34AM	3.5000000		
	501 [TRW]	12:06PM	04:43PM	4.7500000		8.25

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			4.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	34.75		34.75					
<b>TOTALS</b>		<b>34.75</b>		<b>34.75</b>		<b>4.00</b>			<b>108.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Treas 16.25  
 Clerk 10.50  
 Sewer Admin 4.00  
 Water Admin 4.00  
34.75

## Time Distribution Work Log Week of February 26-March 1, 2024

### Monday

- ~~Vacation 3.5 Hrs~~
- Print and distribute timesheets to staff for review and signatures
- Log in information rec'd from MC for WRS. Accessed portal and submitted January WRS monthly report for ACH withdrawal on 02.29.24.
- Review and respond to emails

### Tuesday

- Emails
- Check ACH utility payments rec'd at FSB for SC to enter in WH **.5 hrs**
- Emailed Jon Cameron regarding the water meter project and status of the water fund
- Worked with SC to begin utility billing **1.5 hrs**
- Email Todd Parkos regarding Strutt property
- Jon Husom regarding new home build-emailed Larry Schmidt about a sewer easement from Gerald Hubbard in 1976.
- Email to Pam Higinbotham at Baer regarding not receiving our Dean invoice yet for March.
- Contacted Dean for Admin access
- WRS February Remittance submittal

### Wednesday

- Emails
- To County Clerk and back for Election materials **.75 hrs**
- Spoke to Larry Schmidt about the Hubbard easement. This is located on the south side of Wells, not where the lift station is on the north side.
- Met with Jon Cameron - water meter project and water fund cash flow **.5 hrs**
- Updated 2024 Important Dates Calendar and distributed to staff
- Reached out to Sheila Blum @ Baer regarding the bond for myself and SC for our notary.
- Finished up utility bills with SC **1.0 hrs**

### Thursday

- Emails
- 10 day disconnect notices printed for PW to distribute **1.0 hrs**
- Staff time allocations calculated and entered in NT
- Registered with eSLA for submission of annual injury report and 2% Fire Dues Certification

### Friday

- Finish allocating timesheets
- Emails
- Respond to email and phone inquiries regarding 10 day disconnect notices distributed **2.5 hrs**
- Receive utility payments **.5 hrs**
- Bank deposit
- Complete and mail notary applications for myself and Shyanne
- Print Bank Statements for reconciliation

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

Report Date: 03/04/2024

02/26/2024 - 03/03/2024 [7 days]

Report Time: 8:30:11 AM

#### AD004 [CUSHMAN, SHYANNE]

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/26/2024 Mon	511 [CW]	07:57AM	12:34PM	4.5000000		8.00
	511 [CW]	01:04PM	04:32PM	3.5000000		
02/27/2024 Tue	511 [CW]	07:58AM	12:21PM	4.2500000		8.00
	511 [CW]	12:51PM	04:30PM	3.7500000		
02/28/2024 Wed	511 [CW]	08:00AM	12:15PM	4.2500000		8.00
	511 [CW]	12:45PM	04:30PM	3.7500000		
02/29/2024 Thu	511 [CW]	07:59AM	12:46PM	4.7500000		8.00
	511 [CW]	01:16PM	04:30PM	3.2500000		
03/01/2024 Fri	511 [CW]	07:57AM	12:01PM	4.0000000		4.00

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	4.00			12.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>	<b>8.00</b>	<b>4.00</b>			<b>128.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

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

Dep Clerk 28.0  
Sewer Admin 4.0  
Water Admin 4.0  
            
36.0

## Time Distribution

<b>Monday</b>	Social Posts Park/Rec Meeting Setup/ Posting Utility Payments Dog park Donation creative Utility Billing
<b>Tuesday</b>	Grant Training (9am-12pm) Utility Interface/Billing Social Posts/Design Dog park can/Social
<b>Wednesday</b>	Grant Training (9am-12pm) Social Posts/Design Gymnastics Social Utility Printing/Mailing
<b>Thursday</b>	Social Posts Dog Licenses Utility Payments Utility E-bills / Mailing Distribute Dog Park Canisters
<b>Friday</b>	(Half Day) Bank Run (Notary) Utility Payments Dog Licenses Helped Harry with gym floor cover Grant Information Gathering (1 hour 30 min)

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

02/26/2024 - 03/03/2024 [7 days]

**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
02/26/2024 Mon	401 [STW]	07:58AM	11:57AM	4.0000000		4.00
02/27/2024 Tue	401 [STW]	08:12AM	12:29PM	4.2500000		4.25
02/28/2024 Wed	401 [STW]	08:00AM	12:14PM	4.2500000		4.25
02/29/2024 Thu	401 [STW]	08:03AM	12:36PM	4.5000000		4.50
03/01/2024 Fri	401 [STW]	07:54AM	12:09PM	4.2500000		4.25

**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]	21.25		21.25					
<b>TOTALS</b>		<b>21.25</b>		<b>21.25</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*  
 Employee Signature

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

2/26 Mon checked garbage at RCC, leveled gravel at parking lot of RCC, landscaped around village  
 2/27 Tues leveled gravel by ball fields, brought big ball field drag to shop, landscaped around village  
 2/28 Wed repaired big ball field drag & took back to park  
 2/29 Thurs emptied garbage at RCC, check water leak in hallway, landscaped at RCC  
 3/1 Fri opened RCC, took down pick (ball) net, put down gym floor mats, landscaped around village, checked out new mower

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

Report Date: 03/04/2024

02/26/2024 - 03/03/2024 [7 days]

Report Time: 8:30:12 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
02/26/2024 Mon	301 [SEW]	06:54AM	11:58AM	5.0000000		
	301 [SEW]	12:28PM	03:24PM	3.0000000		8.00
02/27/2024 Tue	301 [SEW]	06:56AM	03:30PM*	8.5000000		8.50
02/28/2024 Wed	301 [SEW]	06:58AM	11:58AM	5.0000000		
	301 [SEW]	12:28PM	03:26PM	3.0000000		8.00
02/29/2024 Thu	301 [SEW]	06:54AM	12:05PM*	5.0000000		
	301 [SEW]	12:30PM*	03:25PM	3.0000000		8.00
03/01/2024 Fri	301 [SEW]	06:55AM	01:54PM	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]					10.00	4.00			14.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	39.50		39.50					
<b>TOTALS</b>		<b>39.50</b>		<b>39.50</b>	<b>10.00</b>	<b>4.00</b>			<b>94.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Sewer 28.0

Water 11.5

## Dale Peterson Weekly Work Log 2-26-2024

### Monday 2-26-2024:

Daily Labs at WWTP 2 Hours

Cleaned skimmers and clarifiers 2 Hours, Troubleshoot speed board 1 Hour, Cleaned screen and Influent trough 3 Hours.

### Tuesday 2-27-2024:

Daily Labs at WWTP 2 Hours

Gathered information to complete Cross Connection Annual Report 4 Hours, Cleaned skimmers 2 Hours.

### Wednesday 2-28-2024:

Daily Labs at WWTP 2 Hours

Completed Annual Cross Connection Report 3 Hours, Cleaned skimmers 1 Hour, Purged and cleaned Alum Chem pump system 2 Hours.

### Thursday: 2-29-2024:

Daily Labs at WWTP 2 Hours

Generator Exercising at Well 2 1 Hour, Adjusting and cleaning clarifier 4, Took delivery of new mower 1 Hour.

### Friday 3-1-2024:

Daily Labs at WWTP 2 Hours

Delivered 10 disconnects 2 Hours, pumped down and scrubbed clarifiers 3 Hours



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

Report Date: 03/04/2024

02/26/2024 - 03/03/2024 [7 days]

Report Time: 8:30:12 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
02/26/2024 Mon	401 [STW]	06:55AM	11:52AM	4.7500000		7.75
	401 [STW]	12:33PM	03:29PM	3.0000000		
02/27/2024 Tue	401 [STW]	06:55AM	12:02PM	5.0000000		8.00
	401 [STW]	12:32PM	03:33PM	3.0000000		
02/28/2024 Wed	401 [STW]	06:55AM	12:02PM	5.0000000		8.00
	401 [STW]	12:33PM	03:32PM	3.0000000		
02/29/2024 Thu	401 [STW]	06:55AM	12:27PM	5.5000000		8.00
	601 [WAW]	01:02PM	03:29PM	2.5000000		
03/01/2024 Fri	301 [SEW]	06:55AM	08:16AM	1.2500000		6.75
	401 [STW]	08:41AM	02:21PM	5.5000000		
03/02/2024 Sat	401 [STW]	07:40AM	09:40AM*	1.5000000	0.5000000	2.00
03/03/2024 Sun	401 [STW]	10:41AM	12:41PM*		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	4.00			31.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	1.25		1.25					
401 [STW]	1[UNUSED]	36.25	2.50	38.75					
601 [WAW]	1[UNUSED]	2.50		2.50					
<b>TOTALS</b>		<b>40.00</b>	<b>2.50</b>	<b>42.50</b>	<b>27.75</b>	<b>4.00</b>			<b>126.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x     *BL*    

Employee Signature

*Sewer 7.5*

*Water 7.5*

*Streets 25.0*  
40.0

*OT*

*2.5*  
2.5 = 42.5

x     *[Signature]*    

Supervisor Signature

Weekly Work Log February 26 – March 3 2024      Braden Losby

**Monday February 26 2024:**

Daily rounds. – 2 hours  
Working on new Holland and water trailer. – 3 hours  
Working on speed sign. – 2 hours  
Inspecting manholes. – 1 hour

**Tuesday February 27 2024:**

Daily rounds. – 2 hours  
Burning brush. – 3 hours  
Farm and fleet and Walmart run. – 1 hour  
Removing snowmobile snow fence. – 2 hours

**Wednesday February 28 2024:**

Daily rounds. – 2 hours  
Working on ball field drag. – 3 hours  
Hardware store run. – 1 hour  
Working on green shed. – 2 hours

**Thursday February 29 2024:**

Daily rounds. – 2 hours  
Looking over leaking issue at school. – 1 hour  
Removing salter from baby dump. – 2 hours  
Looking over new Ferris mower. – 1 hour  
Street sweeping. – 4 hours

**Friday March 1 2024:**

Daily rounds. – 2 hours  
Handing out disconnects. – 1 hour  
Street sweeping. – 4 hours

**Saturday March 2 2024:**

Weekend rounds. – 2 hours

PS 1

**Sunday March 3 2024:**

Weekend rounds. – 2 hours

pg 2

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

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

02/19/2024 - 03/03/2024 [14 days]

Employee	Police Wages	Reg Hours	Adjust Police Wages	OT-1 Hours	Holidays Hours	Police Float Ho	Vacation Hours	Police Sick Hours	Police Grant Hours	Reg Hours	Total Hrs
<b>LOC: 1 [Village of Ridgeway]</b>											
<b>DEPT: PD [Police]</b>											
GORHAM, MICHAEL [PD011]		55.50	-3.50				28.00				80.00
<b>PD [Police] Total:</b>		55.50	-3.50	0.00	0.00	0.00	28.00	0.00	0.00	0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		55.50	-3.50	0.00	0.00	0.00	28.00	0.00	0.00	0.00	80.00
<b>Head Count:</b>											<b>1</b>
<b>Grand Total:</b>		55.50	-3.50	0.00	0.00	0.00	28.00	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: 02/26/2024

02/19/2024 - 02/25/2024 [7 days]

Report Time: 4:08:51 PM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/19/2024 Mon	204 [POV]			8.0000000		8.00
02/20/2024 Tue	204 [POV]			8.0000000		8.00
02/21/2024 Wed	204 [POV]			8.0000000		8.00
02/22/2024 Thu	204 [POV]			4.0000000		4.00
02/23/2024 Fri	201 [POW]	05:28PM	12:09AM	6.7500000		6.75
02/24/2024 Sat	201 [POW]	04:30PM*	11:30PM*	7.0000000		7.00
02/25/2024 Sun	201 [POW]	04:13PM	10:36PM	6.2500000		6.25

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		28.00		135.25
3 [SICK]									159.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	20.00		20.00					
204 [POV]	1[UNUSED]	28.00		28.00					
<b>TOTALS</b>		<b>48.00</b>		<b>48.00</b>	<b>163.25</b>		<b>28.00</b>		<b>302.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

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

Report Date: 03/04/2024

02/26/2024 - 03/03/2024 [7 days]

Report Time: 2:19:12 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
02/27/2024 Tue	201 [POW]	06:57AM	11:45AM*	4.7500000		4.75
02/28/2024 Wed	201 [POW]	05:18PM	10:40PM	5.5000000		5.50
02/29/2024 Thu	201 [POW]	08:10AM	07:47PM	11.5000000		11.50
03/01/2024 Fri	201 [POW]	09:42AM	07:36PM	9.7500000		9.75
03/02/2024 Sat	201 [POW]	08:00PM*	12:00AM*	4.0000000		4.00
03/03/2024 Sun	208 [PADJ]			-3.5000000		-3.50

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]					159.00	4.00			163.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	35.50		35.50					
208 [PADJ]	1[UNUSED]	-3.50		-3.50					
<b>TOTALS</b>		<b>32.00</b>		<b>32.00</b>	<b>159.00</b>	<b>4.00</b>			<b>306.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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