

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

Report Date: 07/10/2024

Report Time: 2:16:43 PM

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

06/24/2024 - 07/07/2024 [14 days]

Employee	Police Wages	Reg Hours	Police (off Site Punch) Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho Hours	Vacation Hours	Police Sick Hours	Police Grant Hours	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		52.25	18.75	-3.00	8.00			4.00		11.50	91.50
PD [Police] Total:		52.25	18.75	-3.00	8.00	0.00	0.00	4.00		11.50	91.50
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		52.25	18.75	-3.00	8.00	0.00	0.00	4.00		11.50	91.50
<i>Head Count:</i>											1
Grand Total:		52.25	18.75	-3.00	8.00	0.00	0.00	4.00		11.50	91.50
<i>Head Count:</i>											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/01/2024

06/24/2024 - 06/30/2024 [7 days]

Report Time: 9:22:49 AM

PD011 [GORHAM, MICHAEL]

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

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
06/24/2024 Mon	205 [POP]	03:00PM*	11:00PM*	8.0000000		8.00
06/26/2024 Wed	201 [POW]	03:00PM*	01:57AM	11.0000000		11.00
06/27/2024 Thu	201 [POW]	04:30PM*	12:30AM*	8.0000000		8.00
06/28/2024 Fri	201 [POW]	03:00PM*	10:45PM*	7.7500000		7.75
06/29/2024 Sat	201 [POW]	01:30PM*	01:15AM*	11.7500000		11.75
06/30/2024 Sun	206 [POG]	01:30PM*	06:30PM*	5.0000000		5.00

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									94.25
3 [SICK]									169.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	38.50		38.50					
205 [POP]	1[UNUSED]	8.00		8.00					
206 [POG]	1[UNUSED]	5.00		5.00					

TOTALS		51.50		51.50					271.25
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Sunday Judge 30, 1:30 to 6:30 p.m. Traffic Grant

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/08/2024

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

Report Time: 7:44:14 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
07/02/2024 Tue	203 [POS]			4.0000000		
	201 [POW]	06:02PM	11:40PM	5.7500000		9.75
07/03/2024 Wed	206 [POG]	01:30PM*	08:00PM*	6.5000000		
	205 [POP]	08:00PM*	12:30AM*	4.5000000		11.00
07/04/2024 Thu	205 [POP]	09:00PM*	12:45AM*	3.7500000		
	202 [POH]			8.0000000		11.75
07/05/2024 Fri	205 [POP]	12:00PM*	02:30PM*	2.5000000		2.50
07/06/2024 Sat	205 [POP]	06:30PM*	02:30AM*	8.0000000		8.00
07/07/2024 Sun	208 [PADJ]			-3.0000000		-3.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									94.25
3 [SICK]					169.00	4.00	4.00		169.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	5.75		5.75					
202 [POH]	1[UNUSED]	8.00		8.00					
203 [POS]	1[UNUSED]	4.00		4.00					
205 [POP]	1[UNUSED]	18.75		18.75					
206 [POG]	1[UNUSED]	6.50		6.50					
208 [PADJ]	1[UNUSED]	-3.00		-3.00					
TOTALS		40.00		40.00	169.00	4.00	4.00		271.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

7-3-2024 - 1:30 to 8:00 p.m. - Grant 6.5 Hrs

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

Report Date: 07/10/2024

Report Time: 2:14:03 PM

Primary Sort By: Employee;DEPT(G2)

06/24/2024 - 07/07/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	58.50	0.00	58.50
AD [General Admin]	502[TRH]	8.00	0.00	8.00
AD [General Admin]	551[ECW]	1.00	0.00	1.00
SE [Sewer]	305[SADW]	2.25	0.00	2.25
WA [Water]	605[WADW]	4.50	0.00	4.50
AD001 [PHELAN, LORI L] Total:		74.25	0.00	74.25
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	52.00	0.00	52.00
DC [Deputy Clerk]	512[CH]	8.00	0.00	8.00
SE [Sewer]	305[SADW]	6.00	0.00	6.00
WA [Water]	605[WADW]	6.00	0.00	6.00
AD004 [CUSHMAN, SHYANNE] Total:		72.00	0.00	72.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	7.75	0.00	7.75
PA [Parks]	101[PAW]	24.00	0.00	24.00
ST [Streets]	401[STW]	15.25	0.00	15.25
PW003 [JOHNSON, HARRY] Total:		47.00	0.00	47.00
Employee: PW005 [PETERSON, DALE]				
SE [Sewer]	301[SEW]	6.25	0.00	6.25
PW005 [PETERSON, DALE] Total:		6.25	0.00	6.25
Employee: SP003 [LOSBY, BRADEN]				
FM [FACILITES MAINTENANCE]	611[FMW]	4.00	0.00	4.00
PA [Parks]	101[PAW]	6.00	10.50	16.50
SE [Sewer]	301[SEW]	30.50	2.75	33.25
ST [Streets]	401[STW]	12.75	0.25	13.00
ST [Streets]	402[STH]	8.00	0.00	8.00
ST [Streets]	403[STS]	8.00	0.00	8.00
WA [Water]	601[WAW]	11.00	2.75	13.75
SP003 [LOSBY, BRADEN] Total:		80.25	16.25	96.50
Grand Totals:		279.75	16.25	296.00

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/01/2024

06/24/2024 - 06/30/2024 [7 days]

Report Time: 9:22:49 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
06/24/2024 Mon	501 [TRW]	07:57AM	12:31PM	4.5000000		8.00
	501 [TRW]	01:05PM	04:30PM	3.5000000		
06/25/2024 Tue	501 [TRW]	08:00AM	01:59PM	6.0000000		8.00
	501 [TRW]	02:28PM	04:32PM	2.0000000		
06/26/2024 Wed	501 [TRW]	07:59AM	01:00PM	5.0000000		8.00
	501 [TRW]	01:31PM*	04:30PM	3.0000000		
06/27/2024 Thu	501 [TRW]	08:00AM	12:53PM	5.0000000		8.00
	501 [TRW]	01:30PM	04:33PM	3.0000000		
06/28/2024 Fri	501 [TRW]	08:00AM	12:00PM*	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]									84.00
3 [SICK]									9.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.00		36.00					

TOTALS		36.00		36.00					101.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Lori L. Phelan*

Employee Signature

x _____

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of June 24-30, 2024

Monday

- Print/distribute timesheets
- Utility receipts/late fees (2 hrs)
- ✓ • Emails
- DNR Grant numbers
- TID Annual Report prepared and filed

Tuesday

- Emails
- Library/event/Michele
- Invoice/receipt entry
- ✓ • Timesheet allocations
- Pick up election materials @ County
- Verizon Tower Rent-letters (2 hrs water)
- Amend/submit TID Annual Report

Wednesday

- Utility Receipts (30 min)
- Emails
- ✓ • Gather Wisconsin ETF Insurance information (2025 budget)
- Audit DRAFT review
- Timesheet allocations/enter WH
- MC/SC meet

Thursday

- Connect Communities
- Social event update
 - QR code/list of events
- ✓ • Bank Deposit
- Process Payroll in WH
- ETF Insurance

Friday

- ✓ • Utility Billing (30 min)
- Emails
- Liquor Licenses

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/08/2024

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

Report Time: 7:44:14 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/01/2024 Mon	501 [TRW]	08:02AM	02:27PM	6.5000000		8.00
	501 [TRW]	02:58PM	04:34PM	1.5000000		
07/02/2024 Tue	501 [TRW]	07:58AM	01:14PM	5.2500000		8.50
	501 [TRW]	01:44PM	05:00PM	3.2500000		
07/03/2024 Wed	501 [TRW]	07:50AM	01:17PM	5.5000000		8.50
	501 [TRW]	01:42PM	04:42PM	3.0000000		
07/04/2024 Thu	502 [TRH]			8.0000000		8.00
07/05/2024 Fri	501 [TRW]	07:39AM	12:58PM	5.2500000		5.25

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									84.00
3 [SICK]					9.00	4.00			13.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	30.25		30.25					
502 [TRH]	1[UNUSED]	8.00		8.00					
TOTALS		38.25		38.25	9.00	4.00			105.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of July 1-7, 2024

Monday

- Print/distribute timesheets
- CCR to DNR
- Enter invoices
- Liquor license corrected
- Utility receipts (30 min)

Tuesday

- Email payroll vouchers
- Auto accruals
- Credit card reconciliation
- Interest receipts
- Bank statement reconciliation

Wednesday

- Emails
- HR-Insurance
- Draft BOT meeting agenda, send to MC
- Bank Reconciliation
- Treasurer Report

Thursday - Holiday

Friday

- Utility Receipts
- Bank Deposit
- MHTC
- Prepare and publish Board of Review Agenda and email subscribers
- BOT Meeting Agenda and email subscribers

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/01/2024

06/24/2024 - 06/30/2024 [7 days]

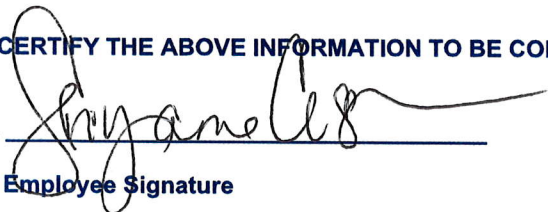
Report Time: 9:22:49 AM

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
06/24/2024 Mon	511 [CW]	07:58AM	11:46AM	3.7500000		8.00
	511 [CW]	12:15PM	04:30PM	4.2500000		
06/25/2024 Tue	511 [CW]	07:57AM	12:36PM	4.5000000		8.00
	511 [CW]	01:07PM	04:31PM	3.5000000		
06/26/2024 Wed	511 [CW]	07:58AM	12:06PM	4.0000000		8.00
	511 [CW]	12:36PM	04:30PM	4.0000000		
06/27/2024 Thu	511 [CW]	07:57AM	12:00PM	4.0000000		8.00
	511 [CW]	12:30PM	04:30PM	4.0000000		
06/28/2024 Fri	511 [CW]	08:00AM*	12:00PM*	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]									92.00
3 [SICK]									24.00
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

Time Distribution 6/24/24-6/28/24

Monday

- Library Carpet Project
- July 4th Planning/Pickup shirts and posters

Tuesday

- Utility Payments/Billing (3 hours)
- Library Carpet Project
- Social Posting
- July 4th Planning

Wednesday

- July 4th Planning
- Utility Payments/Billing (3 hours)
- Social Posting

Thursday

- Utility Payments (1 hour)
- July 4th Planning
- Social Posting
- Park & Rec Commission Meeting

✓ Friday (Out of the Office)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/08/2024

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

Report Time: 7:44:14 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
07/01/2024 Mon	511 [CW]	06:57AM	12:19PM	5.2500000		8.00
	511 [CW]	12:51PM	03:30PM	2.7500000		
07/02/2024 Tue	511 [CW]	07:58AM	12:10PM	4.2500000		11.25
	511 [CW]	12:40PM	04:30PM	3.7500000		
	511 [CW]	05:59PM	09:17PM	3.2500000		
07/03/2024 Wed	511 [CW]	07:56AM	12:45PM*	4.7500000		4.75
07/04/2024 Thu	502 [TRH]			8.0000000		8.00
07/05/2024 Fri	511 [CW]	08:00AM*	12:00PM*	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]									92.00
3 [SICK]					24.00	4.00			28.00
6 [FH]									8.00
502 [TRH]	1[UNUSED]	8.00		8.00					
511 [CW]	1[UNUSED]	28.00		28.00					
TOTALS		36.00		36.00	24.00	4.00			128.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Time Distribution 7/1-7/5

Monday

- Utility Payments/10 Day Disconnects (2 hours)
- Library Carpet Project
- ✓ • Social Posting
- July 4th Event
- Community Center Rentals

Tuesday

- Utility Move In/Move Out/Direct Pay/DPAs/10 Day Disconnects (3 hours)
- ✓ • Park & Recreation Commission Meeting/Planning
- July 4th Event

Wednesday (Half Day)

- Utility Payments/Billing (15 minutes)
- Social Posting
- Park & Rec Minutes

Thursday (Holiday)

Friday (Out of the Office)

Comp 4 hrs - 4th event

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
06/24/2024 Mon	401 [STW]	08:08AM	12:38PM	4.5000000		4.50
06/25/2024 Tue	401 [STW]	07:57AM	12:58PM	5.0000000		5.00
06/26/2024 Wed	401 [STW]	08:06AM	03:05PM	7.0000000		7.00
06/27/2024 Thu	401 [STW]	08:01AM	01:45PM	5.7500000		5.75
06/28/2024 Fri	401 [STW]	08:01AM	01:18PM	5.2500000		5.25
06/29/2024 Sat	401 [STW]	09:17AM	12:13PM	3.0000000		3.00

Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	30.50		30.50					
TOTALS		30.50		30.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*

x _____

Employee Signature

Supervisor Signature

✓ Mon 6/24 Moved across from Badger Mart + next to Badger Mart
 Moved along Huglitte street, Depot, part of park, picked
 up garbage on green
 ✓ Tues 6/25 Helped remove shelves from library, finished
 table in colder room, cold patched street + filled holes
 ✓ Wed 6/26 Moved west end of Village, Volley ball area, playground
 both ballfields, dragged small ballfield
 ✓ Thurs 6/27 Moved fire van, Village green, dragged home
 talent field, helped with grill ~~bar~~ concession stand
 ✓ Fri 6/28 Picked up tables at church, got park ready
 ✓ Sat 6/29 Helped with celebration, dragged home talent field

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/08/2024

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

Report Time: 7:44:14 AM

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
07/01/2024 Mon	401 [STW]	08:04AM	01:00PM	5.0000000		5.00
07/02/2024 Tue	401 [STW]	08:08AM	11:52AM	3.5000000		3.50
07/03/2024 Wed	401 [STW]	08:06AM	01:11PM	5.2500000		5.25
07/05/2024 Fri	401 [STW]	08:08AM	10:55AM	2.7500000		2.75

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]	16.50		16.50					
TOTALS		16.50		16.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
 Employee Signature

X _____
 Supervisor Signature

*Mon 7/1 Took tables to church, Moved Hill behind RCE
 Moved corner HHH & 18151, moved ditches along HHH
 Finished mowing Cardinal way pond, Mowed outside of Dog
 Park & Village shop lawn*

*Tues 7/2 Emptied garbage at RCE, stocked bathrooms,
 Picked up toilet paper at concession stand & took to RCE
 Replaced spindle cap on mower*

*Wed 7/3 Mowed & dragged both ball fields, Took down July 4
 signs, Took saws green to green shed, Took down garbage
 bin across from Burger Mart*

Fri 7/5 Moved shelf stock into library

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/01/2024

06/24/2024 - 06/30/2024 [7 days]

Report Time: 9:22:49 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
06/28/2024 Fri	301 [SEW]	09:58AM	12:29PM	2.5000000		2.50

Summary - PW005 [PETERSON, DALE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									8.00
301 [SEW]	1[UNUSED]	2.50		2.50					
TOTALS		2.50		2.50					8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/08/2024

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

Report Time: 7:44:14 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
07/05/2024 Fri	301 [SEW]	07:20AM	11:06AM	3.7500000		3.75

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									8.00
301 [SEW]	1[UNUSED]	3.75		3.75					
TOTALS		3.75		3.75					8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/01/2024

06/24/2024 - 06/30/2024 [7 days]

Report Time: 9:22:49 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
06/24/2024 Mon	401 [STW]	06:55AM	11:59AM	5.0000000		8.00
	401 [STW]	12:33PM	03:29PM	3.0000000		
06/25/2024 Tue	401 [STW]	06:55AM	12:24PM	5.5000000		7.50
	401 [STW]	12:54PM	03:03PM	2.0000000		
06/26/2024 Wed	401 [STW]	06:57AM	11:39AM	4.7500000		8.00
	401 [STW]	12:14PM	03:34PM	3.2500000		
06/27/2024 Thu	401 [STW]	06:55AM	11:30AM*	4.5000000		8.50
	401 [STW]	12:00PM*	04:00PM*	4.0000000		
06/28/2024 Fri	401 [STW]	06:57AM	03:09PM	8.0000000	0.2500000	8.25
06/29/2024 Sat	401 [STW]	06:35AM	12:04PM		5.5000000	13.25
	401 [STW]	12:32PM	01:55PM		1.5000000	
	401 [STW]	02:15PM	05:03PM		2.5000000	
	401 [STW]	06:14PM	07:25PM		1.2500000	
	401 [STW]	07:43PM	08:32PM		0.7500000	
06/30/2024 Sun	401 [STW]	08:58PM	10:43PM		1.7500000	2.75
	401 [STW]	09:05AM	11:43AM		2.7500000	

Summary - SP003 [LOSBY, BRADEN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									46.25
3 [SICK]									37.75
6 [FH]									8.00
7 [BREV]									
401 [STW]	1[UNUSED]	40.00	16.25	56.25					
TOTALS		40.00	16.25	56.25					92.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL

Employee Signature

X _____

Supervisor Signature

Weekly Work Log June 24 – June 30 2024

Braden Losby

Monday June 24 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Cleaning skimmers and screen. – 2 hours

Working on effluent building. – 4 hours

Tuesday June 25 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Working on getting ready for Independence Day event. – 1.5 hours

Burning brush. – 4 hours

Wednesday June 26 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Working on effluent building. – 2 hours

Getting old heaters out of school and taking to scrap yard. – 4 hours

Thursday June 27 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Pumping sludge. – 3 hours

✓ Cleaning screen and skimmers. – 2 hours

Getting generator over to park. – 1 hour

Friday June 28 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Getting ready for Independence Day event. – 3.25 hours

Meeting at park. – 3 hours

Saturday June 29 2024:

✓ Weekend rounds and Independence Day event. – 13.25 hours

Sunday June 30 2024:

✓ Weekend rounds and park cleanup. – 2.75 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/08/2024

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

Report Time: 7:44:14 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
07/01/2024 Mon	401 [STW]	06:55AM	03:49PM	8.7500000		8.75
07/02/2024 Tue	401 [STW]	06:57AM	11:45AM	4.7500000		
	401 [STW]	12:22PM	03:11PM	3.0000000		
	101 [PAW]	06:31PM	08:16PM*	1.7500000		9.50
07/03/2024 Wed	301 [SEW]	05:35AM	07:35AM*	2.0000000		2.00
07/04/2024 Thu	402 [STH]			8.0000000		8.00
07/05/2024 Fri	403 [STS]			8.0000000		8.00
07/06/2024 Sat	601 [WAW]	10:12AM	12:12PM*	2.0000000		2.00
07/07/2024 Sun	301 [SEW]	11:05AM	01:05PM*	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]									46.25
3 [SICK]					37.75	4.00	8.00		33.75
6 [FH]									8.00
7 [BREV]									
101 [PAW]	1[UNUSED]	1.75		1.75					
301 [SEW]	1[UNUSED]	4.00		4.00					
401 [STW]	1[UNUSED]	16.50		16.50					
402 [STH]	1[UNUSED]	8.00		8.00					
403 [STS]	1[UNUSED]	8.00		8.00					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		40.25		40.25	37.75	4.00	8.00		88.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____

Employee Signature

X _____

Supervisor Signature

Weekly Work Log July 1 – July 7 2024

Braden Losby

Monday July 1 2024:

Daily rounds. – 2 hours – Water/Sewer

Cleaning skimmers and screen. – 2 hours

✓ Getting generator from park. – 1 hour

Replacing meter at badgermart. – 2 hours

Pumping sludge. – 1 hour

Tuesday July 2 2024:

Daily rounds. – 2 hours – Water/Sewer

Mowing. – 3 hours

Replacing influent sampler tube. – 1 hour

✓ Working on ac unit in effluent building. – 2 hours

Park and rec meeting. – 0.5 hours

Call in for water overflowing from ditch in yard. – 2 hours

Wednesday July 3 2024:

✓ Daily rounds. – 2 hours – Water/Sewer

Thursday July 4 2024:

✓ Holliday. – 8 hours

Friday July 5 2024:

✓ Sick time. – 8 hours

Saturday July 6 2024:

✓ Weekend rounds and Independence Day event. – ~~13.25 hours~~ 2.0 hrs

Sunday July 7 2024:

✓ Weekend rounds and park cleanup. – ~~2.75 hours~~ 2.0 hrs

Mike Phelan

6-24-8:30-12:30-4

6-25-8:30-12:30-4

6-26-8:30-12:30-4

6-27-8:30-4:30-8

6-28-8:30-12:30-4

Total - 24

Mike Phelan

7-1 - 8:30 - 1:00 - $4\frac{1}{2}$

7-2 - off -

7-3 - 8:30 - 12:30 - 4

7-5 - 8:00 - 1:30 - $5\frac{1}{2}$

Total - 14