

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

Report Date: 07/23/2024

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

Report Time: 1:05:30 PM

07/08/2024 - 07/21/2024 [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]		33.50	17.50				21.00	8.00		8.00	88.00
PD [Police] Total:		33.50	17.50	0.00	0.00	0.00	21.00	8.00		8.00	88.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		33.50	17.50	0.00	0.00	0.00	21.00	8.00		8.00	88.00
<i>Head Count:</i>											1
Grand Total:		33.50	17.50	0.00	0.00	0.00	21.00 ✓	8.00 ✓		8.00 ✓	88.00 ✓
<i>Head Count:</i>											1

END OF REPORT

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

V1361-1967

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/15/2024

07/08/2024 - 07/14/2024 [7 days]

Report Time: 1:15:15 PM

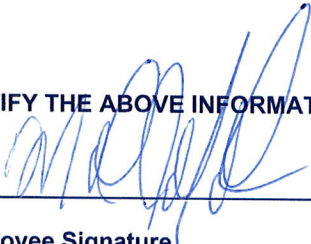
PD011 [GORHAM, MICHAEL]

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
07/08/2024 Mon	203 [POS]			8.0000000		8.00
07/09/2024 Tue	201 [POW]	02:07PM	12:10AM	10.2500000		10.25
07/10/2024 Wed	204 [POV]			5.0000000		5.00
07/11/2024 Thu	201 [POW]	10:06AM	10:40PM	12.7500000		12.75

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		5.00		89.25
3 [SICK]					169.00		8.00		161.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	23.00		23.00					
203 [POS]	1[UNUSED]	8.00		8.00					
204 [POV]	1[UNUSED]	5.00		5.00					
TOTALS		36.00		36.00	263.25		13.00		258.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/22/2024

07/15/2024 - 07/21/2024 [7 days]

Report Time: 8:22:14 AM

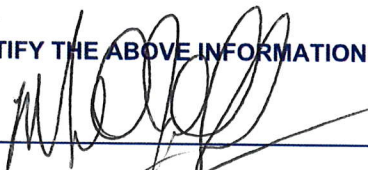
PD011 [GORHAM, MICHAEL]

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
07/16/2024 Tue	205 [POP]	07:30PM*	12:30AM*	5.0000000		5.00
07/17/2024 Wed	201 [POW]	02:02PM	12:36AM	10.5000000		10.50
07/18/2024 Thu	205 [POP]	11:00AM*	09:30PM*	10.5000000		10.50
07/19/2024 Fri	205 [POP]	04:00PM*	06:00PM*	2.0000000		
	206 [POG]	06:00PM*	02:00AM*	8.0000000		10.00
07/20/2024 Sat	204 [POV]			8.0000000		8.00
07/21/2024 Sun	208 [PADJ]					

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					81.25		8.00		73.25
3 [SICK]									161.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	10.50		10.50					
204 [POV]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	17.50		17.50					
206 [POG]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]								
TOTALS		44.00		44.00	81.25		8.00		242.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Grant

7-19-2024 6:00 P.M. to 2:00 A.M.

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

Report Date: 07/23/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:00:02 PM

07/08/2024 - 07/21/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	52.00 ✓	0.00	52.00
AD [General Admin]	511[CW]	5.00 ✓	0.00	5.00
EL [ADMIN-ELECTION]	551[ECW]	7.50 ✓	0.00	7.50
SE [Sewer]	305[SADW]	4.50 ✓	0.00	4.50
WA [Water]	605[WADW]	4.50 ✓	0.00	4.50
AD001 [PHELAN, LORI L] Total:		73.50	0.00	73.50 ✓
Employee: AD004 [CUSHMAN, SHYANNE]				
DC [Deputy Clerk]	511[CW]	63.50 ✓	0.00	63.50
SE [Sewer]	305[SADW]	4.75 ✓	0.00	4.75
WA [Water]	605[WADW]	4.75 ✓	0.00	4.75
AD004 [CUSHMAN, SHYANNE] Total:		73.00	0.00	73.00 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	7.75 ✓	0.00	7.75
PA [Parks]	101[PAW]	16.75 ✓	0.00	16.75
ST [Streets]	401[STW]	24.75 ✓	0.00	24.75
PW003 [JOHNSON, HARRY] Total:		49.25	0.00	49.25 ✓
Employee: PW005 [PETERSON, DALE]				
SE [Sewer]	301[SEW]	7.50 ✓	0.00	7.50
PW005 [PETERSON, DALE] Total:		7.50	0.00	7.50 ✓
Employee: SP003 [LOSBY, BRADEN]				
SE [Sewer]	301[SEW]	32.25 ✓	2.75 ✓	35.00
ST [Streets]	401[STW]	32.00 ✓	0.00	32.00
WA [Water]	601[WAW]	15.75 ✓	4.00 ✓	19.75
SP003 [LOSBY, BRADEN] Total:		80.00	6.75	86.75 ✓
Grand Totals:		283.25	6.75	290.00

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/15/2024

07/08/2024 - 07/14/2024 [7 days]

Report Time: 1:15:15 PM

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
07/08/2024 Mon	501 [TRW]	07:15AM*	01:15PM	6.0000000		6.00
07/09/2024 Tue	501 [TRW]	07:59AM	01:03PM	5.0000000		
	501 [TRW]	02:00PM	09:42PM	7.7500000		12.75
07/10/2024 Wed	501 [TRW]	08:09AM	12:10PM	4.0000000		
	501 [TRW]	12:51PM	04:30PM	3.7500000		7.75
07/11/2024 Thu	501 [TRW]	08:02AM	12:51PM	4.7500000		4.75
07/12/2024 Fri	501 [TRW]	07:54AM	01:54PM	6.0000000		6.00

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]									13.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	37.25		37.25					
TOTALS		37.25		37.25					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 8-12, 2024

Monday

- Print/distribute timesheets
- Amend/post BOT meeting agenda
- Meet w/Dennis
 - Computer switchover
 - New printer/scanner
- Election webinar (1 hr)
- Workhorse fix
- Enter invoices
- Out early

Tuesday

- Update checks for board meeting
- Operator License
- Update BOT Meeting Packet
- WRWA contact update
- Print and prepare checks
- Pre-not utility file (30 min)
- Board of Review & Board meetings

Wednesday

- Filing
- Emails
- Vendor ACH Payments
- Clerk Election Training (1.5 hrs)
- Payroll processing

Thursday

- Utility disconnects w/SC (30 min)
- Process 941 payment
- Emails
- Recurring audit JE's 2024

Friday

- Emails
- Utility Receipts (30 Min)
- Bank Deposit
- Election (1 hr)
 - Statewide Referendum Notice
 - Pick up ballots from County
- Draft Meeting minutes
 - Board of Review 07.09.2024
 - Board of Trustees 07.09.2024
- Election Cybersecurity Webinar (1 hr)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/22/2024

07/15/2024 - 07/21/2024 [7 days]

Report Time: 8:22:14 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
07/15/2024 Mon	501 [TRW]	07:59AM	12:35PM	4.5000000		8.00
	501 [TRW]	01:03PM	04:34PM	3.5000000		
07/16/2024 Tue	501 [TRW]	07:56AM	01:10PM	5.2500000		8.25
	501 [TRW]	01:41PM	04:42PM	3.0000000		
07/17/2024 Wed	501 [TRW]	07:57AM	12:13PM	4.2500000		8.00
	501 [TRW]	12:45PM*	04:33PM	3.7500000		
07/18/2024 Thu	501 [TRW]	07:55AM	12:38PM	4.7500000		8.00
	501 [TRW]	01:12PM	04:31PM	3.2500000		
07/19/2024 Fri	501 [TRW]	08:01AM	12:03PM	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]									13.00
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.25		36.25					

TOTALS	36.25	36.25	105.00
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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 July 15-19, 2024

Monday

- Utilities (2 hrs)
 - Receipts
 - ACH payment processing/upload to FSB
 - Reconnection
- Emails
- 2024 Recurring audit JE's

Tuesday

- Utilities (1.5 hrs)
 - Receipts
 - New Account
 - Fillable forms/post on website
- Bank Deposit
- Election Notice (1hr)

Wednesday

- Utility (2 hrs)
 - New utility Acct/Beacon/Meet with Josh @ Badger
 - ACH set up/process
 - Receipts
 - 1 day Disconnect notice
- Poll Worker communication/schedule(1 hr)
- Emails

Thursday

- Utility
 - Receipts
 - Shut off
- Auditor/Tax settlements
- Emails
- PWS&H Comm mtg review
- WEC election training (1 hr)
- Allocate timesheets
- VS research/budgets

Friday

- Adj JE
- Emails
- Invoice Entry
- Utility Receipts/reconnection (1 hr)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/15/2024

07/08/2024 - 07/14/2024 [7 days]

Report Time: 1:15:15 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
07/08/2024 Mon	511 [CW]	07:58AM	12:28PM	4.500000		10.00
	511 [CW]	01:04PM	06:25PM	5.500000		
07/09/2024 Tue	511 [CW]	07:57AM	02:47PM	6.750000		9.00
	511 [CW]	06:47PM	09:01PM	2.250000		
07/10/2024 Wed	511 [CW]	07:58AM	01:16PM	5.250000		8.50
	511 [CW]	01:47PM	05:00PM	3.250000		
07/11/2024 Thu	511 [CW]	07:27AM	11:53AM	4.500000		8.50
	511 [CW]	12:24PM	04:30PM	4.000000		

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]									28.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					128.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Time Distribution 7/8/24-7/12/24

Monday

- Utility Payments (3 hours)
- ✓ • Library Carpet Project/Cleaning
- Social Posting
- Veterans Memorial Meeting (2 hours)

Tuesday

- Utility Payments/Final Read (2 hours)
- Veterans Memorial List Building/Notes
- ✓ • Social Posting
- Community Building Rentals/Park Rentals
- Board Meeting (2 hours)

Wednesday

- ✓ • Utility Payments/Billing/1 Day Disconnect (2 hours)
- Social Posting
- Community Building Rentals
- Veterans List Building

Thursday

- Utility Payments/Disconnections (2.5 hours)
- Clerks Institute Planning
- ✓ • Burn Permit
- Dog Licenses
- Social Posting

Friday (Out of the Office)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/22/2024

07/15/2024 - 07/21/2024 [7 days]

Report Time: 12:42:08 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
07/15/2024 Mon	511 [CW]	03:15AM*	06:15AM*	3.0000000		9.00
	511 [CW]	08:00AM*	12:00PM*	4.0000000		
	511 [CW]	01:00PM*	03:00PM*	2.0000000		
07/16/2024 Tue	511 [CW]	08:00AM*	12:00PM*	4.0000000		8.00
	511 [CW]	01:00PM*	05:00PM*	4.0000000		
07/17/2024 Wed	511 [CW]	08:00AM*	12:00PM*	4.0000000		8.00
	511 [CW]	01:00PM*	03:00PM*	2.0000000		
	511 [CW]	03:15PM*	05:15PM*	2.0000000		
07/18/2024 Thu	511 [CW]	08:00AM*	12:00PM*	4.0000000		7.00
	511 [CW]	01:00PM*	04:00PM*	3.0000000		
07/19/2024 Fri	511 [CW]	08:00AM*	11:00AM*	3.0000000		5.00
	511 [CW]	12:00PM*	02:00PM*	2.0000000		

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]									28.00
6 [FH]									8.00
511 [CW]	1[UNUSED]	37.00		37.00					

TOTALS		37.00		37.00					128.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Shyanne Cushman*
Employee Signature

X _____
Supervisor Signature

MON

TUE

WED

THU

FRI

SAT

SUN

15

16

17

18

19

20

21

11:05 AM

4 AM

5 AM

5 AM

7 AM

3 AM

9 AM

10 AM

11 AM

2 PM

1 PM

2 PM

3 PM

4 PM

5 PM

5 PM

7 PM

3 PM

3 PM

10 PM

1 PM

103 Election Administration Boot Camp 8am - 12pm

122 Planning Ahead: The 2 Year Guide for Clerks 8 - 10am

123 Agenda Layout and Minute Taking 10:10am - 12

141 Parliamentary Procedure 8 - 11am

149 AI Assiste 11:05am - 12

166 Ordinances, Resolutions, Proclamation, Policies and Procedures 8 - 11am

171 AI Assiste 11:10am - 12

181 Contracts 8 - 11am

185 A Republic: If You Can Keep It (Panel + Moderator) 12 - 2pm

111 Local Candidate Lifecycle: Registration to 1 - 3pm

127 Public Records & Open Meeting Laws 1 - 5pm

154 Election Tabletop 1 - 3pm

173 Alcohol & Tobacco Licensing 1 - 4pm

116 Elections don't end at 8 pm: What to do after the polls close 3:15 - 5:15pm

Information Se 5:15 - 6:15pm

157 First Year Clerks: What You Need To Know About Elections 3:15 - 5:15pm

Wednesday Night All- 5:15 - 6:30pm

7/15 - 7/19

UWGB Official Transcript - Shyanne Cushman

Presented by the Division of Continuing Education & Workforce Training

Effective Grant Writing

Session Name	Date/Time	Credits Earned
Day One - Tuesday February, 27, 2024	2/27/2024, 09:00 AM	3
Day Two - Wednesday, February 28, 2024	2/28/2024, 09:00 AM	3
		Total Credits: 6

2024 Clerks and Treasurers Institute

Session Name	Date/Time	Credits Earned
103 Election Administration Boot Camp	7/15/2024, 08:00 AM - 12	4
111 Local Candidate Lifecycle: Registration to Termination	7/15/2024, 01:00 PM - 3	2
116 Elections don't end at 8 pm: What to do after the polls close	7/15/2024, 03:15 PM - 5:15	2
Information Session: How to Become a Certified Clerk	7/15/2024, 05:15 PM - 6:15	1
122 Planning Ahead: The 2 Year Guide for Clerks	7/16/2024, 08:00 AM - 10	2
123 Agenda Layout and Minute Taking	7/16/2024, 10:10 AM - 12	2
127 Public Records & Open Meeting Laws	7/16/2024, 01:00 PM - 5	4
141 Parliamentary Procedure	7/17/2024, 08:00 AM - 11	3
149 AI Assisted Writing for Government Part 1	7/17/2024, 11:05 AM - 12	1
154 Election Tabletop	7/17/2024, 01:00 PM - 3	2
157 First Year Clerks: What You Need To Know About Elections	7/17/2024, 03:15 PM - 5:15	2
166 Ordinances, Resolutions, Proclamation, Policies and Procedures	7/18/2024, 08:00 AM - 11	3
171 AI Assisted Writing for Government Part 2	7/18/2024, 11:10 AM - 12	1
173 Alcohol & Tobacco Licensing	7/18/2024, 01:00 PM - 4	3
181 Contracts	7/19/2024, 08:00 AM - 11	3
185 A Republic: If You Can Keep It (Panel + Moderator)	7/19/2024, 12:00 PM - 2	2
		Total Credits: 37

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
07/08/2024 Mon	401 [STW]	08:07AM	01:10PM	5.2500000		5.25
07/09/2024 Tue	401 [STW]	08:03AM	01:00PM	5.0000000		5.00
07/10/2024 Wed	401 [STW]	08:02AM	12:45PM	4.7500000		4.75
07/11/2024 Thu	401 [STW]	08:10AM	01:16PM	5.0000000		5.00
07/12/2024 Fri	401 [STW]	08:02AM	01:46PM	5.7500000		5.75

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]	25.75		25.75					
TOTALS		25.75		25.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 7/8 Moved Dept, Volleyball area, across from church
Park parking area, both ball fields, lots next to
Stoner Lane

Tues 7/9 fixed soccer net, mowed park & playground

Wed 7/10 Helped take flow off Peterbuilt, mowed west
end of Village

Thurs 7/11 finished mowing west end of Village, mowed
& mowed home talent field, mowed wells #102, fixed
candis door

Fri 7/12 dragged home talent field, mowed outside of
dog park, mowed acc lawn, took Peterbuilt to
Mineral Point

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/22/2024

07/15/2024 - 07/21/2024 [7 days]

Report Time: 8:22:14 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
07/15/2024 Mon	401 [STW]	08:10AM	12:24PM	4.2500000		4.25
07/16/2024 Tue	401 [STW]	08:03AM	12:54PM	5.0000000		5.00
07/17/2024 Wed	401 [STW]	08:04AM	12:30PM	4.5000000		4.50
07/18/2024 Thu	401 [STW]	08:05AM	01:05PM	5.0000000		5.00
07/19/2024 Fri	401 [STW]	08:05AM	12:38PM	4.7500000		4.75

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]	23.50		23.50					
TOTALS		23.50		23.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x HARRY JOHNSON
Employee Signature

x _____
Supervisor Signature

7/15 Mon Mowed all hallways, emptied garbage, showed plumber hot water problem

7/16 Tues Mowed Volley ball area, part of Depot, part of Park, across from Badger Mart, along HHH

Wed 7/17 Mowed corner of H x HHH, fire station, next to Badger Mart, part of Park, dragged & mowed ball field

Thurs 7/18 Mowed playground, part parking area, across from church, across from lumber yard

Fri 7/19 Mowed corner of HHH x 18-157, west end of Village, ball park, dragged & mowed home talent field, mowed depot & Village green

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/15/2024

07/08/2024 - 07/14/2024 [7 days]

Report Time: 1:15:15 PM

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
07/12/2024 Fri	301 [SEW]	07:05AM	12:24PM	5.500000		5.50

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]	5.50		5.50					
TOTALS		5.50		5.50					8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/22/2024

07/15/2024 - 07/21/2024 [7 days]

Report Time: 8:24:04 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
07/19/2024 Fri	301 [SEW]	07:00AM*	09:00AM*	2.0000000		2.00

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]	2.00		2.00					
TOTALS		2.00		2.00					8.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/15/2024

07/08/2024 - 07/14/2024 [7 days]

Report Time: 1:15:15 PM

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
07/08/2024 Mon	401 [STW]	06:55AM	01:08PM	6.2500000		6.25
07/09/2024 Tue	401 [STW]	06:55AM	12:17PM	5.2500000		10.00
	401 [STW]	12:52PM	03:22PM	2.5000000		
	401 [STW]	06:48PM	08:58PM	2.2500000		
07/10/2024 Wed	401 [STW]	06:58AM	11:47AM	4.7500000		8.00
	401 [STW]	12:20PM	03:34PM	3.2500000		
07/11/2024 Thu	401 [STW]	06:55AM	12:00PM	5.0000000		8.50
	401 [STW]	12:30PM	04:00PM	3.5000000		
07/12/2024 Fri	401 [STW]	06:58AM	02:21PM	7.2500000		7.25
07/13/2024 Sat	301 [SEW]	11:41AM	01:41PM*		2.0000000	2.00
07/14/2024 Sun	601 [WAW]	11:28AM	01:28PM*		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]									33.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00		40.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	4.00	44.00					88.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____

Employee Signature

X _____

Supervisor Signature

Weekly Work Log July 8 – July 14 2024

Braden Losby

Monday July 8 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Cleaning skimmers and screen. – 1 hours

Cleaning clarifiers. – 3 hours

Tuesday July 9 2024:

Daily rounds. – 2 hours – Water/Sewer

Taking plow and wing off Peterbilt. – 3 hours

✓ 1 day disconnects. – 1 hour

Washing vehicles. – 2 hours

Board meeting. – 2.25 hours

Wednesday July 10 2024:

Daily rounds. – 2 hours – Water/Sewer

Burning up sinkhole. – 1 hour

✓ Mowing at wwtp. – 3 hours

Pumping sludge. – 2 hours

Thursday July 11 2024:

Daily rounds. – 2 hours

✓ Water disconnects. – 2 hours

Cleaning skimmers. – 1.5 hours

2 ems calls. – 2 hours

Friday July 12 2024:

Daily rounds. – 2 hours

✓ Taking Peterbilt to dealer. – 2 hours

Flushing hydrants. – 3 hours

Saturday July 13 2024:

✓ Weekend rounds. – 2 hours

Sunday July 14 2024:

✓ Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 07/22/2024

07/15/2024 - 07/21/2024 [7 days]

Report Time: 8:22:15 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
07/15/2024 Mon	401 [STW]	06:56AM	03:11PM	8.2500000		8.25
07/16/2024 Tue	401 [STW]	07:01AM	12:27PM	5.5000000		
	401 [STW]	12:50PM	03:34PM	2.5000000		8.00
07/17/2024 Wed	401 [STW]	06:55AM	12:00PM	5.0000000		
	401 [STW]	12:35PM	03:21PM	2.7500000		7.75
07/18/2024 Thu	401 [STW]	06:55AM	12:40PM	5.7500000		
	401 [STW]	01:13PM	03:20PM	2.0000000		7.75
07/19/2024 Fri	401 [STW]	07:00AM*	12:00PM*	5.0000000		
	401 [STW]	12:30PM*	02:27PM*	2.0000000		7.00
07/20/2024 Sat	301 [SEW]	09:57AM	11:57AM*	1.2500000	0.7500000	2.00
07/21/2024 Sun	601 [WAW]	08:08AM	10:08AM*		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]									33.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	1.25	0.75	2.00					
401 [STW]	1[UNUSED]	38.75		38.75					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	2.75	42.75					88.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____

Employee Signature

X _____

Supervisor Signature

Weekly Work Log July 15 – July 21 2024

Braden Losby

Monday July 15 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ New water service hookup. – 2 hours

Cleaning screen and skimmers. – 2 hours

Removing radiator from new Holland. – 2 hours

Tuesday July 16 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Burning brush. – 4 hours

Picking up Peterbilt from dealer. – 2 hours

Wednesday July 17 2024:

Daily rounds. – 2 hours – Water/Sewer

Pumping sludge. – 2 hours

✓ Working on quotes for upcoming meetings. – 2 hours

Cleaning skimmers and screen. – 2 hours

Thursday July 18 2024:

Daily rounds. – 2 hours

✓ Cleaning both clarifiers. – 6 hours

Friday July 19 2024:

Daily rounds. – 2 hours

✓ Mowing at wwtp. – 3 hours

Working on new Holland for cooling issue. – 2 hours

Saturday July 20 2024:

✓ Weekend rounds. – 2 hours

Sunday July 21 2024:

✓ Weekend rounds. – 2 hours

Mike Phelan

7-9-8:30-1:00-4½

7-10-8:30-1:00-4½

7-11-8:30-1:00-4½

7-12-8:30-12:00-3½

7-13-9:00-10:30-1½

Total - 18½ ✓

+/- 6070 streets
+/- 4070 Parks

Mike Phelan

7-15-8:30-12:00-3½

7-16-8:30-12:30-4

7-17-8:30-12:30-4

7-18-8:30-1:00-4½

7-19-8:30-12:30-4

Total - 20 ✓