

Time Distribution Report.LC - Allocation of hours

Report Date: 08/17/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 11:57:55 AM

08/03/2026 - 08/09/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	8.00	0.00	8.00
AD [General Admin]	511[CW]	23.50	0.00	23.50
EL [ADMIN-ELECTION]	551[ECW]	2.00	0.00	2.00
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:		37.50	0.00	37.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	28.25	0.00	28.25
PA [Parks]	101[PAW]	4.25	0.00	4.25
SE [Sewer]	305[SADW]	2.50	0.00	2.50
WA [Water]	605[WADW]	2.50	0.00	2.50
AD005 [RINIKER, MARJORIE] Total:		37.50	0.00	37.50
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	15.75	0.00	15.75
PA [Parks]	101[PAW]	3.50	0.00	3.50
PW003 [JOHNSON, HARRY] Total:		19.25	0.00	19.25
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	21.50	1.75	23.25
ST [Streets]	401[STW]	4.75	0.00	4.75
WA [Water]	601[WAW]	13.75	0.00	13.75
PW007 [LARKINS, LAMONT] Total:		40.00	1.75	41.75
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	5.25	0.00	5.25
SE [Sewer]	301[SEW]	2.00	0.00	2.00
ST [Streets]	401[STW]	27.00	0.00	27.00
ST [Streets]	403[STS]	8.00	0.00	8.00
WA [Water]	601[WAW]	5.00	0.00	5.00
SP004 [MECKLEY, KEVIN] Total:		47.25	0.00	47.25
Grand Totals:		181.50	1.75	183.25

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/10/2026

08/03/2026 - 08/09/2026 [7 days]

Report Time: 8:24:45 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
08/03/2026 Mon	511 [CW]	08:02AM	12:02PM	4.0000000		
	511 [CW]	12:32PM	04:34PM	4.0000000		8.00
08/04/2026 Tue	511 [CW]	07:58AM	12:01PM	4.0000000		
	511 [CW]	12:32PM	04:32PM	4.0000000		8.00
08/05/2026 Wed	511 [CW]	08:03AM	12:59PM	5.0000000		
	511 [CW]	04:19PM	08:29PM	4.2500000		9.25
08/06/2026 Thu	511 [CW]	08:06AM	12:11PM	4.2500000		
	511 [CW]	01:09PM*	04:54PM	3.7500000		8.00
08/07/2026 Fri	511 [CW]	08:05AM	12:18PM	4.2500000		4.25

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									94.50
3 [SICK]									98.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	37.50		37.50					
TOTALS		37.50		37.50					201.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

8/3-9/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hrs
Clerk								
Agendas	1	1.25	0.5	0.5				3.25
Minutes		1	1.5	0.5	0.25			3.25
Licensing			0.25					0.25
Timesheets & allocations	0.5	1	1					2.5
Miscellaneous-Emails, Phone calls	2.5	2.75	1.25	1	1.75			9.25
Ordinances/Resolutions				0.5				0.5
BOT/Comm Meeting-preparation, attend, wrap up & follow up. Social media & website updates	1.5		2.25	0.75				4.5
Holiday								0
Vacation								0
Sick								0
								0
Daily totals	5.5	6	6.75	3.25	2	0	0	
Clerk Totals								23.5
Treasurer								
Invoices, CC receipts		1.5	0.5		0.5			2.5
Deposits				0.5				0.5
Payroll-taxes, reports, WRS, W-2				1.5	0.5			2
Budgets			1					
Bank/CC reconciliation	0.5							0.5
Property Tax								0
Miscellaneous-Bank transfers, Auditor, resident questions		0.5	0.5		0.5			1.5
Holiday								0
Vacation								0
Sick								0
Daily totals	0.5	2	2	2	1.5	0	0	
Treasurer Totals								7
Utility								
Customer inquiry	1		0.5					1.5
Billing & receipting					0.5			0.5
SEWER only-spec project								0
WATER only-spec project								0
Miscellaneous-Forms, HeyGov, Final reads, Title Co.	0.5			1.5				2
Daily totals	1.5	0	0.5	1.5	0.5	0	0	
Sewer total								2
Water total								2
Election								
WisVote, election admin, notices	0.25			1.25	0.25			1.75
Voter maintenance-Registrations, absentee-requests	0.25							0.25
Pollworkers-scheduling, training								0
Miscellaneous								0
Daily totals	0.5	0	0	1.25	0.25	0	0	
Election Totals								2
Daily totals	8	8	9.25	8	4.25	0	0	
Total hours								37.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/10/2026

08/03/2026 - 08/09/2026 [7 days]

Report Time: 8:24:45 AM

AD005 [RINIKER, MARJORIE]

Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

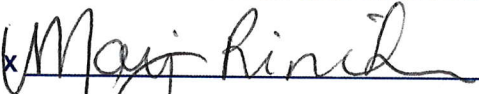
Time Card

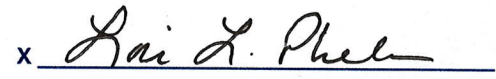
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/03/2026 Mon	701 [ADSW]	08:00AM*	12:40PM*	4.7500000		
	701 [ADSW]	01:34PM*	04:30PM*	3.0000000		7.75
08/04/2026 Tue	701 [ADSW]	07:50AM	03:39PM	8.0000000		
	701 [ADSW]	06:13PM	08:28PM	2.2500000		10.25
08/05/2026 Wed	701 [ADSW]	07:50AM	01:29PM	5.7500000		
	701 [ADSW]	02:15PM	04:30PM	2.2500000		8.00
08/06/2026 Thu	701 [ADSW]	07:58AM	01:27PM	5.5000000		
	701 [ADSW]	02:32PM	04:32PM	2.0000000		7.50
08/07/2026 Fri	701 [ADSW]	07:53AM	12:03PM	4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									32.75
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	37.50		37.50					
TOTALS		37.50		37.50					76.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Marj Riniker

Week of

8/3/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.25		0.25			0.5
Invoices	0.25	0.25		0.5	0.25	1.25
Comm Ctr/Library (assist custs, plan events, rentals, room set ups, etc)	1	1	1	3		6
Social Media (create content, monitor accts, posting)	1.5	1.5	1.5	1	1	6.5
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	3.5	3.75	2.75	2	1.75	13.75
meetings/training - inperson or online						0
Clerk/treasurer						0
Record Requests						0
Property tax						0
Elections	0.25					0.25
PTO						0
Daily totals	6.75	6.5	5.5	6.5	3	28.25
Admin/Deputy Totals						28.25
Park/Rec						
Event work/Soc media						0
Meetings/prep		2.75	1.5			4.25
Daily totals	0	2.75	1.5	0	0	
Park/Rec Totals						4.25
Utility						
Billing/rcptg/meters	1	1	1	1	1	5
Water only						0
Sewer only						0
Daily totals	1	1	1	1	1	
Utility Totals						5
Daily totals	7.75	10.25	8	7.5	4	
Total hours						37.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/10/2026

08/03/2026 - 08/09/2026 [7 days]

Report Time: 8:24:45 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
08/03/2026 Mon	401 [STW]	08:00AM	12:00PM	4.0000000		4.00
08/04/2026 Tue	401 [STW]	08:02AM	11:57AM	4.0000000		4.00
08/05/2026 Wed	401 [STW]	08:04AM	11:50AM	3.7500000		3.75
08/06/2026 Thu	401 [STW]	08:11AM	12:13PM	4.0000000		4.00
08/07/2026 Fri	401 [STW]	08:03AM	11:35AM	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]	19.25		19.25					

TOTALS

19.25

19.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x

Employee Signature

x

Supervisor Signature

Mon 8/3 worked at RCC, weed eated park
 Tues 8/4 worked at RCC, put up hand sanitizers, Helped people unload electronics
 Wed 8/5 worked at RCC, Helped unload electronics
 Thurs 8/6 worked at RCC, emptied garbage, helped load bins for recycling
 Fri 8/7 worked at RCC, emptied garbage, emptied garbage at park cleaned park bathrooms

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/10/2026

08/03/2026 - 08/09/2026 [7 days]

Report Time: 8:24:45 AM

PW007 [LARKINS, LAMONT]

Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/03/2026 Mon	301 [SEW]	06:15AM	12:00PM	5.7500000		
	301 [SEW]	12:30PM	02:45PM	2.2500000		8.00
08/04/2026 Tue	301 [SEW]	06:17AM	12:05PM	5.7500000		
	301 [SEW]	12:35PM	03:30PM	3.0000000		8.75
08/05/2026 Wed	301 [SEW]	06:28AM	12:00PM	5.5000000		
	301 [SEW]	12:30PM	03:00PM	2.5000000		
	301 [SEW]	06:46PM	07:49PM	1.0000000		9.00
08/06/2026 Thu	301 [SEW]	06:29AM	12:06PM	5.5000000		
	301 [SEW]	12:36PM	03:00PM	2.5000000		8.00
08/07/2026 Fri	301 [SEW]	07:01AM	12:32PM	5.5000000		
	301 [SEW]	01:00PM	03:30PM	0.7500000	1.7500000	8.00

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.00
3 [SICK]									44.00
6 [FH]									
301 [SEW]	1[UNUSED]	40.00	1.75	41.75					
TOTALS		40.00	1.75	41.75					84.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X



Employee Signature

X



Supervisor Signature

[illegible]

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/10/2026

08/03/2026 - 08/09/2026 [7 days]

Report Time: 8:24:45 AM

SP004 [MECKLEY, KEVIN]

Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/03/2026 Mon	403 [STS]			8.0000000		8.00
08/04/2026 Tue	401 [STW]	06:55AM	11:30AM	4.5000000		
	401 [STW]	12:00PM	03:25PM	3.5000000		
	401 [STW]	06:15PM	08:29PM	2.2500000		10.25
08/05/2026 Wed	401 [STW]	06:55AM	11:30AM	4.5000000		
	401 [STW]	12:00PM	03:25PM	3.5000000		
	401 [STW]	06:48PM	07:44PM	1.0000000		9.00
08/06/2026 Thu	401 [STW]	06:55AM	11:30AM	4.5000000		
	401 [STW]	12:00PM	03:25PM	3.5000000		8.00
08/07/2026 Fri	401 [STW]	06:55AM	11:00AM	4.0000000		
	401 [STW]	11:30AM	03:25PM	4.0000000		8.00
08/08/2026 Sat	301 [SEW]	08:49AM	10:49AM*	2.0000000		2.00
08/09/2026 Sun	601 [WAW]	09:06AM	11:06AM*	2.0000000		2.00

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									12.00
3 [SICK]					60.00		8.00		52.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	35.25		35.25					
403 [STS]	1[UNUSED]	8.00		8.00					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		47.25		47.25	60.00		8.00		72.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X

Employee Signature

X

Supervisor Signature

Kevin Meckley								
Aug 3rd - Aug 9th 2026	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hrs
Water								
Weekend rounds						1.00	1.00	2.00
Meter replacement, Locates		1.00	1.00	1.00				3.00
Emergency call								0.00
Well house								0.00
Door hangers								0.00
Vacation								0.00
Sick								0.00
Holiday								0.00
Daily totals	0.00	1.00	1.00	1.00	0.00	1.00	1.00	
						Water Totals		5.00
Sewer								
Weekend rounds						1.00	1.00	2.00
Emergency call								0.00
Fixed UV lights - Spayed weeds								0.00
Samples								0.00
Vacation								0.00
Sick								0.00
Holiday								0.00
Daily totals	0.00	0.00	0.00	0.00	0.00	1.00	1.00	
						Sewer Totals		2.00
Streets								
Board Meeting			1.00					1.00
Staff meeting								0.00
Sprayed weeds			3.00	1.00				4.00
Shop work			2.00					2.00
Mowed		4.00		5.00	5.00			14.00
Cardinal way dich								0.00
Street sweeping					3.00			3.00
Weed trimming			2.00	1.00				3.00
Vacation								0.00
Sick	8.00							8.00
Holiday								0.00
Daily totals	8.00	4.00	8.00	7.00	8.00	0.00	0.00	
						Streets Total		35.00
Parks								
P & R Meeting		2.25						2.25
Mowed		3.00						3.00
Weed Eating								0.00
Checked garbage								0.00
Sprayed weeds								0.00
Sick								0.00
Holiday								0.00
Daily totals	0.00	5.25	0.00	0.00	0.00	0.00	0.00	
						Parks Total		5.25
Plowing								
Plow, salt and sidewalk clean-up								0.00
Daily totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
						Plowing Totals		0.00
Daily totals	8.00	10.50	9.00	8.00	8.00	0.00	0.00	
						Total hours		47.25

Time Distribution Report.LC - Allocation of hours

Report Date: 08/17/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 12:29:16 PM

08/10/2026 - 08/16/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	16.25	4.25	20.50
AD [General Admin]	511[CW]	6.75	1.50	8.25
EL [ADMIN-ELECTION]	551[ECW]	15.50	0.00	15.50
SE [Sewer]	305[SADW]	0.75	0.00	0.75
WA [Water]	605[WADW]	0.75	0.00	0.75
AD001 [PHELAN, LORI L] Total:		40.00	5.75	45.75
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	30.75	0.00	30.75
PA [Parks]	101[PAW]	1.00	0.00	1.00
SE [Sewer]	305[SADW]	2.25	0.00	2.25
WA [Water]	605[WADW]	2.25	0.00	2.25
AD005 [RINIKER, MARJORIE] Total:		36.25	0.00	36.25
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	12.25	0.00	12.25
PA [Parks]	101[PAW]	3.00	0.00	3.00
PW003 [JOHNSON, HARRY] Total:		15.25	0.00	15.25
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	25.00	6.00	31.00
WA [Water]	601[WAW]	15.00	2.00	17.00
PW007 [LARKINS, LAMONT] Total:		40.00	8.00	48.00
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	1.75	0.00	1.75
ST [Streets]	401[STW]	37.00	0.00	37.00
WA [Water]	601[WAW]	1.00	0.00	1.00
SP004 [MECKLEY, KEVIN] Total:		39.75	0.00	39.75
Grand Totals:		171.25	13.75	185.00

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/17/2026

08/10/2026 - 08/16/2026 [7 days]

Report Time: 8:47:45 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
08/10/2026 Mon	511 [CW]	08:05AM	12:42PM	4.7500000		
	511 [CW]	01:37PM	04:28PM	3.0000000		7.75
08/11/2026 Tue	511 [CW]	06:13AM	03:09PM*	9.0000000		
	511 [CW]	04:07PM	10:32PM	6.5000000		15.50
08/12/2026 Wed	511 [CW]	08:02AM	12:51PM	4.7500000		
	511 [CW]	01:31PM	04:38PM	3.2500000		8.00
08/13/2026 Thu	511 [CW]	08:05AM	12:29PM	4.5000000		
	511 [CW]	01:24PM	05:15PM	3.7500000		8.25
08/14/2026 Fri	511 [CW]	07:58AM	12:24PM	0.5000000	4.0000000	
	511 [CW]	01:15PM*	02:57PM*		1.7500000	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]									94.50
3 [SICK]									98.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	40.00	5.75	45.75					
TOTALS		40.00	5.75	45.75					201.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

1/19-25/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Clerk						
Agendas		1				1
Minutes					1	1
Licensing					1	1
Timesheets & allocations	0.5					0.5
Miscellaneous-Emails, Phone calls, HeyGov	1	2.25	0.75	0.5	2.5	7
Ordinances						0
BOT/Comm Meeting-preparation, attend, wrap up & follow up. Social media & website updates				0.5		0.5
Daily totals	1.5	3.25	0.75	1	4.5	
Clerk Totals						11
Treasurer						
Invoices, CC receipts	0.25					0.25
Deposits						0
Payroll-taxes, reports, WRS, W-2		0.25				0.25
Bank/CC reconciliation				0.75		0.75
Budgets-Prepare, Meeting		4	4.5	6.5	1.5	
Property Tax						0
Miscellaneous-Bank transfers, Auditor, resident questions						0
Daily totals	0.25	4.25	4.5	7.25	1.5	
Treasurer Totals						1.25
Utility						
Customer inquiry	1					1
Billing & receipting		0.5				0.5
SEWER only-spec project						0
WATER only-spec project						0
Daily totals	1	0.5	0	0	0	
Sewer total						0.75
Water total						0.75
Election						
WisVote, election admin, notices	5.25		2.75			8
Voter maintenance-Registrations, absentee-requests		1.5				1.5
Election Day - set up, assist poll workers, County assistance, close down		6				
Daily totals	5.25	7.5	2.75	0	0	
Election Totals						9.5
Daily totals	7.75	15.5	8	8.25	6	
Total hours						45.75

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/17/2026

08/10/2026 - 08/16/2026 [7 days]

Report Time: 8:47:45 AM

AD005 [RINIKER, MARJORIE]

Employee ID	AD005	DEPT(G2)	AD	Pay Policy	700
Pay Type	3	Last Name	RINIKER	First Name	MARJORIE

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/10/2026 Mon	701 [ADSW]	07:47AM	01:44PM	6.0000000		
	701 [ADSW]	02:47PM	04:32PM	1.7500000		7.75
08/11/2026 Tue	701 [ADSW]	07:57AM	12:08PM	4.2500000		
	701 [ADSW]	01:07PM	05:24PM	4.5000000		8.75
08/12/2026 Wed	701 [ADSW]	07:55AM	02:10PM	6.2500000		
	701 [ADSW]	03:04PM	04:31PM	1.5000000		7.75
08/13/2026 Thu	701 [ADSW]	07:48AM	02:29PM	6.7500000		
	701 [ADSW]	03:19PM	04:31PM	1.2500000		8.00
08/14/2026 Fri	701 [ADSW]	07:55AM	12:04PM	4.0000000		4.00

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.00
3 [SICK]									32.75
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.25		36.25					
TOTALS		36.25		36.25					76.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Marj Riniker

Week of

8/10/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.25					0.25
Invoices	0.25		0.5			0.75
Comm Ctr/Library (assist custs, plan events, rentals, room set ups, etc)	0.5	0.5		0.5		1.5
Social Media (create content, monitor accts, posting)	0.5	0.5	0.5	1	2	4.5
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	4.75	3	5.25	2	1	16
meetings/training - inperson or online						0
Clerk/treasurer	0.5			3		3.5
grants					0.5	
Record Requests						0
Property tax						0
Elections		3.75				3.75
PTO						0
Daily totals	6.75	7.75	6.25	6.5	3.5	30.75
Admin/Deputy Totals						30.25
Park/Rec						
Event work/Soc media			1			1
Meetings/prep		0.25				0.25
Daily totals	0	0.25	1	0	0	
Park/Rec Totals						1.25 <i>1.0</i>
Utility						
Billing/rcptg/meters	1	1.0 0.75	0.5	1.5	0.5	4.25 <i>4.5</i>
Water only						0
Sewer only						0
Daily totals	1	0.75	0.5	1.5	0.5	
Utility Totals						4.25 <i>4.5</i>
Daily totals	7.75	8.75	7.75	8	4	
Total hours						36.25

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/17/2026

08/10/2026 - 08/16/2026 [7 days]

Report Time: 8:47:45 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
08/11/2026 Tue	401 [STW]	08:04AM	11:20AM	3.2500000		3.25
08/12/2026 Wed	401 [STW]	08:06AM	12:04PM	4.0000000		4.00
08/13/2026 Thu	401 [STW]	08:03AM	12:01PM	4.0000000		4.00
08/14/2026 Fri	401 [STW]	08:04AM	12:02PM	4.0000000		4.00

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]	15.25		15.25					
TOTALS		15.25		15.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*

Employee Signature

x *Luigi*

Supervisor Signature

Tues 8/11 Worked at RCC, stocked bathrooms, cleaned ~~conference~~ conference room
 Wed 8/12 caulked library windows
 Thurs 8/13 cleaned up wood behind RCC, swept floors, worked in basement
 Fri 8/14 Moped floors in bathrooms & cleaned, cleaned and stocked bathrooms at park

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/17/2026

08/10/2026 - 08/16/2026 [7 days]

Report Time: 8:47:45 AM

PW007 [LARKINS, LAMONT]

Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/10/2026 Mon	301 [SEW]	06:04AM	12:00PM	6.0000000		
	301 [SEW]	12:29PM	03:23PM	3.0000000		9.00
08/11/2026 Tue	301 [SEW]	06:57AM	12:03PM	5.0000000		
	301 [SEW]	12:31PM	03:28PM	3.0000000		8.00
08/12/2026 Wed	301 [SEW]	06:43AM	12:15PM	5.5000000		
	301 [SEW]	12:43PM	03:14PM	2.5000000		8.00
08/13/2026 Thu	301 [SEW]	06:04AM	12:00PM	6.0000000		
	301 [SEW]	12:30PM	05:30PM	5.0000000		11.00
08/14/2026 Fri	301 [SEW]	06:06AM	12:05PM	4.0000000	2.0000000	
	301 [SEW]	12:35PM	02:37PM		2.0000000	8.00
08/15/2026 Sat	301 [SEW]	09:54AM	11:54AM*		2.0000000	2.00
08/16/2026 Sun	601 [WAW]	08:36AM	10:36AM*		2.0000000	2.00

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.00
3 [SICK]									44.00
6 [FH]									
301 [SEW]	1[UNUSED]	40.00	6.00	46.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	8.00	48.00					84.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Aug 10-16 2026

Total hours	48
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Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/17/2026

08/10/2026 - 08/16/2026 [7 days]

Report Time: 8:47:45 AM

SP004 [MECKLEY, KEVIN]

Employee ID	SP004	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	MECKLEY	First Name	KEVIN

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/10/2026 Mon	401 [STW]	06:55AM	11:50AM	4.7500000		
	401 [STW]	12:20PM	03:25PM	3.2500000		8.00
08/11/2026 Tue	401 [STW]	06:55AM	11:25AM	4.5000000		
	401 [STW]	12:00PM	03:25PM	3.5000000		8.00
08/12/2026 Wed	401 [STW]	06:55AM	11:30AM	4.5000000		
	401 [STW]	12:00PM	03:25PM	3.5000000		8.00
08/13/2026 Thu	401 [STW]	06:55AM	11:30AM	4.5000000		
	401 [STW]	12:00PM	03:25PM	3.5000000		8.00
08/14/2026 Fri	401 [STW]	06:45AM*	11:30AM	4.5000000		
	401 [STW]	12:00PM	03:10PM	3.2500000		7.75

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									12.00
3 [SICK]									52.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	39.75		39.75					
TOTALS		39.75		39.75					72.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Kevin Meckley

May 25th - May 31st 2026

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hrs
Water								
Weekend rounds								0
Meter replacement, Locates				1				1
Emergency call								0
Well house								0
Door hangers								
Vacation								0
Sick								0
Holiday								0
Daily totals	0	0	0	1	0	0	0	
Water Totals								1
Sewer								
Weekend rounds								0
Emergency call								0
Fixed UV lights - Spayed weeds								0
Samples								0
								0
Vacation								0
Sick								0
Holiday								0
Daily totals	0	0	0	0	0	0	0	
Sewer Totals								0
Streets								
Board Meeting								0
Staff meeting								0
Worked at Community center	3							3
Meter reading								0
equipment maintenance				7				7
Shop work		4						4
Mowed	5	4	8		4			21
Cardinal way dich								4
Street sweeping								0
Weed trimming					2			
Vacation								0
Sick								0
Holiday								0
Daily totals	8	8	8	7	6	0	0	
Streets Total								37.0
Parks								
P & R Meeting								0
Mowed								0
Weed Eating					1.75			2
Checked garbage								4
Sprayed weeds								0
Sick								0
Holiday								0
Daily totals	0	0	0	0	21.75	0	0	
Parks Total								0
Plowing								
Plow, salt and sidewalk clean-up								0
Daily totals	0	0	0	0	0	0	0	
Plowing Totals								0
Daily totals	8	8	8	8	21.75	0	0	39.75

Work log hours for timesheet allocations per 2026 budget

08/03-09/26										08/10-16/26										Totals									
		Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick									
work		hours		Percent				work		hours		Percent				work		hours		Percent									
Lori	Dept	37.50	0.00	0.00	0.00	0.00	37.50	Lori	Dept	40.00	5.75	0.00	0.00	0.00	45.75	Lori	Dept	77.50	5.75	0.00	0.00	0.00	83.25						
	C/T	32.63	0.00	0.00	0.00	0.00			C/T	34.80	5.00	0.00	0.00	0.00			C/T	67.43	5.00	0.00	0.00	0.00	72.43						
	Election Adm	1.13	0.00	0.00	0.00	0.00			Election Adm	1.20	0.17	0.00	0.00	0.00			Election Adm	2.33	0.17	0.00	0.00	0.00	2.50						
	C/T/E Total	33.75	0.00	0.00	0.00	0.00			C/T/E Total	36.00	5.18	0.00	0.00	0.00			C/T/E Total	69.75	5.18	0.00	0.00	0.00	74.93						
	SewerAdm	1.88	0.00	0.00	0.00	0.00			SewerAdm	2.00	0.29	0.00	0.00	0.00			SewerAdm	3.88	0.29	0.00	0.00	0.00	4.16						
	WaterAdm	1.88	0.00	0.00	0.00	0.00			WaterAdm	2.00	0.29	0.00	0.00	0.00			WaterAdm	3.88	0.29	0.00	0.00	0.00	4.16						
work		hours		Percent				work		hours		Percent				work		hours		Percent									
Marj	Dept	37.50	0.00	0.00	0.00	0.00	37.50	Marj	Dept	36.25	0.00	0.00	0.00	0.00	36.25	Marj	Dept	73.75	0	0	0	0.00	73.75						
	AdmSvs	24.38	0.00	0.00	0.00	0.00			AdmSvs	23.56	0.00	0.00	0.00	0.00			AdmSvs	47.94	0.00	0.00	0.00	0.00	47.94						
	SewerAdm	1.88	0.00	0.00	0.00	0.00			SewerAdm	1.81	0.00	0.00	0.00	0.00			SewerAdm	3.69	0.00	0.00	0.00	0.00	3.69						
	WaterAdm	1.88	0.00	0.00	0.00	0.00			WaterAdm	1.81	0.00	0.00	0.00	0.00			WaterAdm	3.69	0.00	0.00	0.00	0.00	3.69						
	Park Wages	9.38	0.00	0.00	0.00	0.00			Park Wages	9.06	0.00	0.00	0.00	0.00			Park Wages	18.44	0.00	0.00	0.00	0.00	18.44						
work		hours		Percent				work		hours		Percent				work		hours		Percent									
Harry	Dept	19.25					19.25	Harry	Dept	15.25					15.25	Harry	Dept	34.5					34.50						
	Park	5.39							Park	4.27							Park	9.66		0.00	0.00	0.00	9.66						
	Sewer	0.19							Sewer	0.15							Sewer	0.35		0.00	0.00	0.00	0.35						
	Water	0.39							Water	0.31							Water	0.69		0.00	0.00	0.00	0.69						
	Street	8.28							Street	6.56							Street	14.84		0.00	0.00	0.00	14.84						
	FacMaint	5.01							FacMaint	3.97							FacMaint	8.97		0.00	0.00	0.00	8.97						
work		hours		Percent				work		hours		Percent				work		hours		Percent									
Lamont	Dept	40.00	1.75	0.00	0.00	0.00	41.75	Lamont	Dept	40.00	8.00	0.00	0.00	0.00	48.00	Lamont	Dept	80.00	9.75	0	0	0	89.75						
	Streets	2.40	0.11	0.00	0.00	0.00			Streets	2.40	0.48	0.00	0.00	0.00			Streets	4.80	0.59	0.00	0.00	0.00	5.39						
	Sewer	28.80	1.26	0.00	0.00	0.00			Sewer	28.80	5.76	0.00	0.00	0.00			Sewer	57.60	7.02	0.00	0.00	0.00	64.62						
	Water	8.80	0.39	0.00	0.00	0.00			Water	8.80	1.76	0.00	0.00	0.00			Water	17.60	2.15	0.00	0.00	0.00	19.75						
work		hours		Percent				work		hours		Percent				work		hours		Percent									
Kevin	Dept	39.25	0.00	0.00	0.00	8.00	47.25	Kevin	Dept	39.75	0.00	0.00	0.00	0.00	39.75	Kevin	Dept	79	0	0	0	8	87.00						
	Park	7.85	0.00	0.00	0.00	1.60			Park	7.95	0.00	0.00	0.00	0.00			Park	15.80	0.00	0.00	0.00	1.60	17.40						
	Sewer	1.96	0.00	0.00	0.00	0.40			Sewer	1.99	0.00	0.00	0.00	0.00			Sewer	3.95	0.00	0.00	0.00	0.40	4.35						
	Water	1.96	0.00	0.00	0.00	0.40			Water	1.99	0.00	0.00	0.00	0.00			Water	3.95	0.00	0.00	0.00	0.40	4.35						
	Streets	27.48	0.00	0.00	0.00	5.60			Streets	27.83	0.00	0.00	0.00	0.00			Streets	55.30	0.00	0.00	0.00	5.60	60.90						