

Time Distribution Report.LC - Allocation of hours

Report Date: 09/01/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 11:26:18 AM

08/17/2026 - 08/23/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	11.00	0.00	11.00
AD [General Admin]	504[TRV]	10.00	0.00	10.00
AD [General Admin]	511[CW]	5.00	0.00	5.00
AD [General Admin]	514[CV]	10.00	0.00	10.00
EL [ADMIN-ELECTION]	551[ECW]	2.50	0.00	2.50
SE [Sewer]	305[SADW]	0.25	0.00	0.25
WA [Water]	605[WADW]	0.25	0.00	0.25
AD001 [PHELAN, LORI L] Total:		39.00	0.00	39.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	26.50	0.00	26.50
PA [Parks]	101[PAW]	1.25	0.00	1.25
SE [Sewer]	305[SADW]	4.25	0.00	4.25
WA [Water]	605[WADW]	4.25	0.00	4.25
AD005 [RINIKER, MARJORIE] Total:		36.25	0.00	36.25
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	13.00	0.00	13.00
PA [Parks]	101[PAW]	2.50	0.00	2.50
PW003 [JOHNSON, HARRY] Total:		15.50	0.00	15.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	27.00	1.00	28.00
WA [Water]	601[WAW]	13.00	2.00	15.00
PW007 [LARKINS, LAMONT] Total:		40.00	3.00	43.00
Employee: SP004 [MECKLEY, KEVIN]				
ST [Streets]	401[STW]	23.00	0.00	23.00
ST [Streets]	404[STV]	12.00	0.00	12.00
WA [Water]	601[WAW]	1.00	0.00	1.00
SP004 [MECKLEY, KEVIN] Total:		36.00	0.00	36.00
Grand Totals:		166.75	3.00	169.75

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2026

08/17/2026 - 08/23/2026 [7 days]

Report Time: 8:29:29 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
08/17/2026 Mon	511 [CW]	08:05AM	04:03PM	8.0000000		8.00
08/18/2026 Tue	511 [CW]	07:30AM	11:45AM	4.2500000		
	511 [CW]	12:32PM	04:51PM	4.2500000		8.50
08/19/2026 Wed	504 [TRV]			8.0000000		
	551 [ECW]	02:00PM*	04:30PM*	2.5000000		10.50
08/20/2026 Thu	504 [TRV]			8.0000000		8.00
08/21/2026 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]					94.50		20.00		74.50
3 [SICK]									98.75
6 [FH]									8.00
504 [TRV]	1[UNUSED]	20.00		20.00					
511 [CW]	1[UNUSED]	16.50		16.50					
551 [ECW]	1[UNUSED]	2.50		2.50					
TOTALS		39.00		39.00	94.50		20.00		181.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

X _____

Supervisor Signature

[illegible]

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2026

08/17/2026 - 08/23/2026 [7 days]

Report Time: 8:29:29 AM

AD005 [RINIKER, MARJORIE]

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

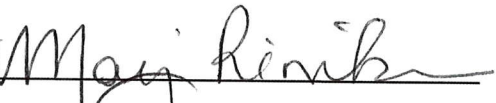
Time Card

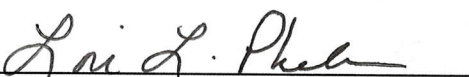
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/17/2026 Mon	701 [ADSW]	07:49AM	01:15PM	5.5000000		
	701 [ADSW]	02:01PM	04:27PM	2.5000000		8.00
08/18/2026 Tue	701 [ADSW]	07:49AM	12:59PM	5.2500000		
	701 [ADSW]	01:50PM	04:26PM	2.7500000		8.00
08/19/2026 Wed	701 [ADSW]	07:46AM	12:27PM	4.7500000		
	701 [ADSW]	01:12PM	04:27PM	3.2500000		8.00
08/20/2026 Thu	701 [ADSW]	07:53AM	12:57PM	5.0000000		
	701 [ADSW]	01:26PM	04:34PM*	3.0000000		8.00
08/21/2026 Fri	701 [ADSW]	07:49AM	12:01PM	4.2500000		4.25

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

8/17/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences						0
Invoices	0.5	1	1	0.25	0.25	3
Comm Ctr/Library (assist custs, plan events, rentals, room set ups, etc)		0.5	1	1	0.25	2.75
Social Media (create content, monitor accts, posting)		1	1	1	0.75	3.75
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	1.5	3	3.25	4.75	2.5	15
meetings/training - inperson or online		1				1
Clerk/treasurer						0
grants			1			1
Record Requests						0
Property tax						0
Elections						0
PTO						0
Daily totals	2	6.5	7.25	7	3.75	26.5 26.5
Admin/Deputy Totals						25.5 26.5
Park/Rec						
Event work/Soc media		1				1
Meetings/prep			0.25			0.25
Daily totals	0	1	0.25	0	0	
Park/Rec Totals						1.25
Utility						
Billing/rcptg/meters	6	0.5	0.5	1	0.5	8.5
Water only						0
Sewer only						0
Daily totals	6	0.5	0.5	1	0.5	
Utility Totals						8.5
Daily totals	8	8	8	8	4.25	
Total hours						36.25

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2026

08/17/2026 - 08/23/2026 [7 days]

Report Time: 8:29:29 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
08/17/2026 Mon	401 [STW]	08:07AM	12:07PM	4.0000000		4.00
08/18/2026 Tue	401 [STW]	08:04AM	11:38AM	3.7500000		3.75
08/19/2026 Wed	401 [STW]	08:00AM	12:04PM	4.0000000		4.00
08/21/2026 Fri	401 [STW]	08:05AM	11:41AM	3.7500000		3.75

Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	15.50		15.50					
TOTALS		15.50		15.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Tim Allen*
Supervisor Signature

Mon 8/17 Replaced light bulbs in north end basement, replaced clock in gym, worked at RCC

Tues 8/18 Worked at RCC, replaced light bulb in mens bath room, dreged both ball fields, emptied dog stations

wed 8/19 Moped MP room and south hallway, vacuumed carpet of south entrance, cleaned window sills in MP room, removed dead flowers from flower pot

Fri 8/21 put out chairs & tables in MP room, cleared and stacked pack bathroom, emptied garbage

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2026

08/17/2026 - 08/23/2026 [7 days]

Report Time: 8:29:30 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
08/17/2026 Mon	301 [SEW]	06:27AM	12:00PM	5.5000000		
	301 [SEW]	12:30PM	03:00PM	2.5000000		8.00
08/18/2026 Tue	301 [SEW]	06:41AM	01:40PM	7.0000000		7.00
08/19/2026 Wed	301 [SEW]	06:30AM	12:00PM	5.5000000		
	301 [SEW]	12:30PM	03:00PM	2.5000000		8.00
08/20/2026 Thu	301 [SEW]	05:51AM	12:00PM	6.2500000		
	301 [SEW]	12:29PM	02:30PM	2.0000000		8.25
08/21/2026 Fri	301 [SEW]	06:15AM	12:02PM	5.7500000		
	301 [SEW]	12:30PM	02:30PM	2.0000000		7.75
08/22/2026 Sat	301 [SEW]	08:29AM	10:29AM*	1.0000000	1.0000000	2.00
08/23/2026 Sun	601 [WAW]	09:47AM	11:47AM*		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	1.00	41.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	3.00	43.00					84.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Aug 17-23 2026	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total hrs
Water								
Weekend rounds								0
Meter replacement, Locates		1						1
Daily Operations	2	1	4	2	2	1	1	13
Board Meeting								0
Meeting		1						1
Miscellaneous								0
Vacation								0
Sick								0
Holiday								0
Daily totals	2	3	4	2	2	1	1	
				Water Totals				15
Sewer								
Weekend rounds								0
Meter replacement, Locates								0
Daily Operations	6	4	4	6.25	5.75	1	1	28
Board Meeting								0
Meeting								0
Miscellaneous								0
Vacation								0
Sick								0
Holiday								0
Daily totals	6	4	4	6.25	5.75	1	1	
				Sewer Totals				28
Streets								
Brush pick-up, change garbage								0
Equipment logs, shop work								0
Mowing								0
215 Main St.								0
Miscellaneous								0
Daily totals	0	0	0	0	0	0	0	
				Streets Total				
Parks								
P & R Meeting								0
Maintenance								0
Celebration clean up								0
Garbage, clean up								0
Mowing								0
Daily totals	0	0	0	0	0	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	7	8	8.25	7.75	2	2	
				Total hours				43

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/26/2026

08/17/2026 - 08/23/2026 [7 days]

Report Time: 8:29:30 AM

SP004 [MECKLEY, KEVIN]

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

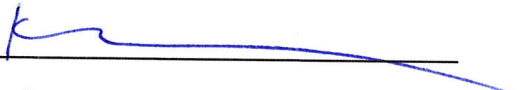
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/17/2026 Mon	401 [STW]	06:55AM	11:00AM	4.0000000		
	401 [STW]	11:30AM	03:25PM	4.0000000		8.00
08/18/2026 Tue	401 [STW]	06:55AM	11:00AM	4.0000000		
	401 [STW]	11:30AM	03:25PM	4.0000000		8.00
08/19/2026 Wed	401 [STW]	06:55AM	11:30AM	4.5000000		
	401 [STW]	12:00PM	03:25PM	3.5000000		8.00
08/20/2026 Thu	404 [STV]			8.0000000		8.00
08/21/2026 Fri	404 [STV]			4.0000000		4.00

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		12.00		
3 [SICK]									52.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	24.00		24.00					
404 [STV]	1[UNUSED]	12.00		12.00					
TOTALS		36.00		36.00	12.00		12.00		60.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X 
Supervisor Signature

Kevin Meckley

Aug 17th - Aug 21st 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									0
Vacation									0
Sick									0
Holiday									0
Daily totals		0	1	0	0	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									0
Meter reading									0
equipment maintenance									0
Shop work									0
Mowed		8	7	2					17
Cardinal way dich									0
Street sweeping									0
Weed trimming				6					6
Vacation					8	4			12
Sick									0
Holiday									0
Daily totals		8	7	8	8	4	0	0	
					Streets Total				35
Parks									
P & R Meeting									0
Mowed									0
Weed Eating									0
Checked garbage									0
Sprayed weeds									0
Sick									0
Holiday									0
Daily totals		0	0	0	0	0	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	4	0	0	
					Total hours				36

Time Distribution Report.LC - Allocation of hours

Report Date: 09/01/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 11:30:50 AM

08/24/2026 - 08/30/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	4.50	0.00	4.50
AD [General Admin]	504[TRV]	8.00	0.00	8.00
AD [General Admin]	511[CW]	12.00	0.00	12.00
AD [General Admin]	514[CV]	8.00	0.00	8.00
EL [ADMIN-ELECTION]	551[ECW]	2.50	0.00	2.50
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:		36.50	0.00	36.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	27.25	0.00	27.25
PA [Parks]	101[PAW]	1.25	0.00	1.25
SE [Sewer]	305[SADW]	4.00	0.00	4.00
WA [Water]	605[WADW]	4.00	0.00	4.00
AD005 [RINIKER, MARJORIE] Total:		36.50	0.00	36.50
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	15.00	0.00	15.00
PA [Parks]	101[PAW]	5.00	0.00	5.00
PW003 [JOHNSON, HARRY] Total:		20.00	0.00	20.00
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	19.00	0.00	19.00
SE [Sewer]	304[SEV]	4.00	0.00	4.00
ST [Streets]	401[STW]	3.00	0.00	3.00
WA [Water]	601[WAW]	10.00	0.00	10.00
WA [Water]	604[WAV]	4.00	0.00	4.00
PW007 [LARKINS, LAMONT] Total:		40.00	0.00	40.00
Employee: SP004 [MECKLEY, KEVIN]				
SE [Sewer]	301[SEW]	9.00	0.00	9.00
ST [Streets]	401[STW]	22.00	0.00	22.00
WA [Water]	601[WAW]	5.00	0.00	5.00
SP004 [MECKLEY, KEVIN] Total:		36.00	0.00	36.00
Grand Totals:		169.00	0.00	169.00

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/31/2026

08/24/2026 - 08/30/2026 [7 days]

Report Time: 8:39:30 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
08/24/2026 Mon	504 [TRV]			8.0000000		8.00
08/25/2026 Tue	504 [TRV]			8.0000000		8.00
08/26/2026 Wed	511 [CW]	07:53AM	12:30PM	4.5000000		
	511 [CW]	12:59PM	04:30PM	3.5000000		8.00
08/27/2026 Thu	511 [CW]	07:59AM	12:32PM	4.5000000		
	511 [CW]	01:00PM	04:32PM	3.5000000		8.00
08/28/2026 Fri	511 [CW]	08:00AM	12:32PM	4.5000000		4.50

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					74.50		16.00		58.50
3 [SICK]									98.75
6 [FH]									8.00
504 [TRV]	1[UNUSED]	16.00		16.00					
511 [CW]	1[UNUSED]	20.50		20.50					
TOTALS		36.50		36.50	74.50		16.00		165.25

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			0.5	1		1.5
Minutes						0
Licensing						0
Timesheets & allocations			0.5			0.5
Miscellaneous-Emails, Phone calls			3.25	2	2	7.25
Ordinances				1.75		1.75
BOT/Comm Meeting-preparation, attend, wrap up & follow up. Social media & website updates				1		1
Holiday						0
Vacation	4	4				8
Sick						0
						0
Daily totals	4	4	4.25	5.75	2	
Clerk Totals						20
Treasurer						
Invoices, CC receipts				0.25		0.25
Deposits						0
Payroll-taxes, reports, WRS, W-2						0
Bank/CC reconciliation			0.75			0.75
Property Tax						0
Miscellaneous-Bank transfers, Auditor, resident questions				1	2.5	3.5
Holiday						0
Vacation	4					8
Sick						0
						0
Daily totals	4	4	0.75	1.25	2.5	
Treasurer Totals						12.5
Utility						
Customer inquiry						0
Billing & receipting				0.5		0.5
SEWER only-spec project						0
WATER only-spec project						0
Miscellaneous-Forms, HeyGov, Final reads, Title Co.			1			1
Daily totals	0	0	1	0.5	0	
Sewer total						0.75
Water total						0.75
Election						
WisVote, election admin, notices			1.25			1.25
Voter maintenance-Registrations, absentee-requests			0.25	0.5		0.75
Pollworkers-scheduling, training			0.5			0.5
Miscellaneous						0
Daily totals	0	0	2	0.5	0	
Election Totals						2.5
Daily totals	8	8	8	8	4.5	
Total hours						36.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/31/2026

08/24/2026 - 08/30/2026 [7 days]

Report Time: 8:39:30 AM

AD005 [RINIKER, MARJORIE]

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

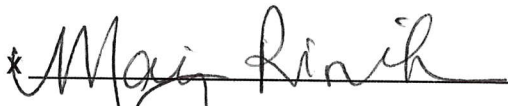
Time Card

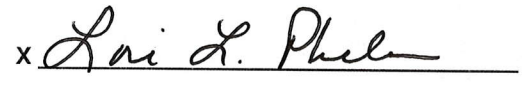
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/24/2026 Mon	701 [ADSW]	08:04AM	12:59PM	5.0000000		
	701 [ADSW]	01:30PM	04:31PM	3.0000000		8.00
08/25/2026 Tue	701 [ADSW]	07:47AM	12:33PM	4.7500000		
	701 [ADSW]	01:04PM	04:27PM	3.5000000		8.25
08/26/2026 Wed	701 [ADSW]	07:47AM	01:25PM	5.7500000		
	701 [ADSW]	02:05PM	04:27PM	2.5000000		8.25
08/27/2026 Thu	701 [ADSW]	07:41AM	03:36PM	7.7500000		7.75
08/28/2026 Fri	701 [ADSW]	07:51AM	11:59AM	4.2500000		4.25

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]	36.50		36.50					
TOTALS		36.50		36.50					76.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

* 
Employee Signature

x 
Supervisor Signature

Marj Riniker

Week of

8/24/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences						0
Invoices	1	2		0.5	0.25	3.75
Comm Ctr/Library (assist custs, plan events, rentals, room set ups, etc)	0.5	0.5	0.5	1	0.25	2.75
Social Media (create content, monitor accts, posting)		0.5	0.75	0.5	0.25	2
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	5	3.75	3.5	1.5	1.5	15.25
meetings/training - inperson or online			2.5	1		3.5
Clerk/treasurer						0
grants						
Record Requests						0
Property tax						0
Elections						0
PTO						0
Daily totals	6.5	6.75	7.25	4.5	2.25	27.25
Admin/Deputy Totals						27.25
Park/Rec						
Event work/Soc media						0
Meetings/prep		0.5	0.5	0.25		1.25
Daily totals	0	0.5	0.5	0.25	0	
Park/Rec Totals						1.25
Utility						
Billing/rcptg/meters	1.5	1	0.5	3	2	8
Water only						0
Sewer only						0
Daily totals	1.5	1	0.5	3	2	
Utility Totals						8
Daily totals	8	8.25	8.25	7.75	4.25	
Total hours						36.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/31/2026

08/24/2026 - 08/30/2026 [7 days]

Report Time: 8:39:30 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
08/24/2026 Mon	401 [STW]	08:06AM	12:08PM	4.2500000		4.25
08/25/2026 Tue	401 [STW]	07:59AM	12:01PM	4.0000000		4.00
08/26/2026 Wed	401 [STW]	08:05AM	11:58AM	4.0000000		4.00
08/27/2026 Thu	401 [STW]	08:00AM	12:00PM	4.0000000		4.00
08/28/2026 Fri	401 [STW]	08:06AM	11:47AM	3.7500000		3.75

Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
401 [STW]	1[UNUSED]	20.00		20.00					

TOTALS

20.00

20.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Paul H*
Supervisor Signature

Mon 8/24 Put away tables and chairs in M room, took tractor to WWTP
cleaned bathroom urinals
Tue 8/25 Pulled weeds in playground behind RCC, emptied dishwasher
in kitchen, cleaned women's bathroom
Wed 8/26 Washed windows and glass cabinets, moped both room floors
and north hallway
Thurs 8/27 worked at RCC, dragged home talent field with big drag &
little drag, emptied dog station
Fri 8/28 worked at RCC, took burger and dunks to concession stand,
emptied garbage park, cleaned park bathrooms

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/31/2026

08/24/2026 - 08/30/2026 [7 days]

Report Time: 8:39:30 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
08/24/2026 Mon	301 [SEW]	06:01AM	12:02PM	6.0000000		
	301 [SEW]	12:31PM	02:30PM	2.0000000		8.00
08/25/2026 Tue	301 [SEW]	06:00AM*	12:00PM*	6.0000000		
	301 [SEW]	12:30PM*	02:30PM*	2.0000000		8.00
08/26/2026 Wed	301 [SEW]	05:55AM	12:00PM	6.0000000		
	301 [SEW]	12:30PM	02:30PM	2.0000000		8.00
08/27/2026 Thu	601 [WAW]			8.0000000		8.00
08/28/2026 Fri	604 [WAV]			4.0000000		
	304 [SEV]			4.0000000		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		8.00		32.00
3 [SICK]									44.00
6 [FH]									
301 [SEW]	1[UNUSED]	24.00		24.00					
304 [SEV]	1[UNUSED]	4.00		4.00					
601 [WAW]	1[UNUSED]	8.00		8.00					
604 [WAV]	1[UNUSED]	4.00		4.00					
TOTALS		40.00		40.00	40.00		8.00		76.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont

Aug 24-30 2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Water						
Weekend rounds						0
Meter replacement, Locates						0
Daily Operations	2	2	2			6
Board Meeting						0
Meeting						0
Training				4		4
Miscellaneous						0
Vacation					4	4
Sick						0
Holiday						0
Daily totals	2	2	2	4	4	
Water Totals						14
Sewer						
Weekend rounds						0
Meter replacement, Locates						0
Daily Operations	6	3	6			15
Board Meeting						0
Meeting						0
Training				4		4
Miscellaneous						0
Vacation					4	4
Sick						0
Holiday						0
Daily totals	6	3	6	4	4	
Sewer Totals						23
Streets						
Brush pick-up, change garbage		3				3
Equipment logs, shop work						0
Mowing						0
215 Main St.						0
Miscellaneous						0
Daily totals	0	3	0	0	0	
Streets Total						3
Parks						
P & R Meeting						0
Maintenance						0
Celebration clean up						0
Garbage, clean up						0
Mowing						0
Daily totals	0	0	0	0	0	
Parks Total						0
Plowing						
Plow, salt and sidewalk clean-up						0
Daily totals	0	0	0	0	0	
Plowing Totals						0
Daily totals	8	8	8	8	8	
Total hours						40

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/31/2026

08/24/2026 - 08/30/2026 [7 days]

Report Time: 8:39:30 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
08/25/2026 Tue	401 [STW]	06:55AM	11:00AM	4.0000000		
	401 [STW]	11:30AM	03:25PM	4.0000000		8.00
08/26/2026 Wed	401 [STW]	06:55AM	11:05AM	4.0000000		
	401 [STW]	11:35AM	03:25PM	4.0000000		8.00
08/27/2026 Thu	401 [STW]	05:51AM	10:30AM	4.7500000		
	401 [STW]	11:00AM	02:21PM	3.2500000		8.00
08/28/2026 Fri	401 [STW]	05:40AM	11:00AM	5.2500000		
	401 [STW]	11:30AM*	02:10PM*	2.7500000		8.00
08/29/2026 Sat	301 [SEW]	09:14AM	11:14AM*	2.0000000		2.00
08/30/2026 Sun	601 [WAW]	08:28AM	10:28AM*	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]									
3 [SICK]									52.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	32.00		32.00					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		36.00		36.00					60.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 

Employee Signature

x 

Supervisor Signature

[illegible]

Work log hours for timesheet allocations per 2026 budget

08/17-23/26

Reg OT Vacation Holiday Sick

work		19.00	0.00	20.00	0.00	0.00	39.00
Lori	hours						
Dept	Percent						
C/T	87.00%	16.53	0.00	17.40	0.00	0.00	
Election Adm	3.00%	0.57	0.00	0.60	0.00	0.00	
C/T/E Total	90.00%	17.10	0.00	18.00	0.00	0.00	
SewerAdm	5.00%	0.95	0.00	1.00	0.00	0.00	
WaterAdm	5.00%	0.95	0.00	1.00	0.00	0.00	

work		36.25	0.00	0.00	0.00	0.00	36.25
Marj	hours						
Dept	Percent						
AdmSvs	65.00%	23.56	0.00	0.00	0.00	0.00	
SewerAdm	5.00%	1.81	0.00	0.00	0.00	0.00	
WaterAdm	5.00%	1.81	0.00	0.00	0.00	0.00	
Park Wages	25.00%	9.06	0.00	0.00	0.00	0.00	

work		15.50					15.50
Harry	hours						
Dept	Percent						
Park	28.00%	4.34					
Sewer	1.00%	0.16					
Water	2.00%	0.31					
Street	43.00%	6.67					
FacMaint	26.00%	4.03					

work		40.00	3.00	0.00	0.00	0.00	43.00
Lamont	hours						
Dept	Percent						
Streets	6.00%	2.40	0.18	0.00	0.00		
Sewer	72.00%	28.80	2.16	0.00	0.00		
Water	22.00%	8.80	0.66	0.00	0.00		

work		24.00	0.00	12.00	0.00	0.00	36.00
Kevin	hours						
Dept	Percent						
Park	20.00%	4.80	0.00	2.40	0.00	0.00	
Sewer	5.00%	1.20	0.00	0.60	0.00	0.00	
Water	5.00%	1.20	0.00	0.60	0.00	0.00	
Streets	70.00%	16.80	0.00	8.40	0.00	0.00	

134.75 3.00 32.00 0.00 0.00

08/24-30/26

Reg OT Vacation Holiday Sick

work		20.50	0.00	16.00	0.00	0.00	36.50
Lori	hours						
Dept	Percent						
C/T	87.00%	17.84	0.00	13.92	0.00	0.00	
Election Adm	3.00%	0.62	0.00	0.48	0.00	0.00	
C/T/E Total	90.00%	18.45	0.00	14.40	0.00	0.00	
SewerAdm	5.00%	1.03	0.00	0.80	0.00	0.00	
WaterAdm	5.00%	1.03	0.00	0.80	0.00	0.00	

work		36.50	0.00	0.00	0.00	0.00	36.50
Marj	hours						
Dept	Percent						
AdmSvs	65.00%	23.73	0.00	0.00	0.00	0.00	
SewerAdm	5.00%	1.83	0.00	0.00	0.00	0.00	
WaterAdm	5.00%	1.83	0.00	0.00	0.00	0.00	
Park Wages	25.00%	9.13	0.00	0.00	0.00	0.00	

work		20.00					20.00
Harry	hours						
Dept	Percent						
Park	28.00%	5.60					
Sewer	1.00%	0.20					
Water	2.00%	0.40					
Street	43.00%	8.60					
FacMaint	26.00%	5.20					

work		32.00	0.00	8.00	0.00	0.00	40.00
Lamont	hours						
Dept	Percent						
Streets	6.00%	1.92	0.00	0.48	0.00	0.00	
Sewer	72.00%	23.04	0.00	5.76	0.00	0.00	
Water	22.00%	7.04	0.00	1.76	0.00	0.00	

work		36.00	0.00	0.00	0.00	0.00	36.00
Kevin	hours						
Dept	Percent						
Park	20.00%	7.20	0.00	0.00	0.00	0.00	
Sewer	5.00%	1.80	0.00	0.00	0.00	0.00	
Water	5.00%	1.80	0.00	0.00	0.00	0.00	
Streets	70.00%	25.20	0.00	0.00	0.00	0.00	

145.00 0.00 24.00 0.00 0.00

Totals

Reg OT Vacation Holiday Sick

work		39.50	0.00	36.00	0.00	0.00	75.50
Lori	hours						
Dept	Percent						
C/T	34.37	0.00	31.32	0.00	0.00	65.69	
Election Adm	1.19	0.00	1.08	0.00	0.00	2.27	
C/T/E Total	35.55	0.00	32.40	0.00	0.00	67.95	
SewerAdm	1.98	0.00	1.80	0.00	0.00	3.78	
WaterAdm	1.98	0.00	1.80	0.00	0.00	3.78	

work		72.75	0	0	0	0.00	72.75
Marj	hours						
Dept	Percent						
AdmSvs	47.29	0.00	0.00	0.00	0.00	47.29	
SewerAdm	3.64	0.00	0.00	0.00	0.00	3.64	
WaterAdm	3.64	0.00	0.00	0.00	0.00	3.64	
Park Wages	18.19	0.00	0.00	0.00	0.00	18.19	

work		35.5					35.50
Harry	hours						
Dept	Percent						
Park	9.94		0.00	0.00	0.00	9.94	
Sewer	0.36		0.00	0.00	0.00	0.36	
Water	0.71		0.00	0.00	0.00	0.71	
Street	15.27		0.00	0.00	0.00	15.27	
FacMaint	9.23		0.00	0.00	0.00	9.23	

work		72.00	3	8	0	0	83.00
Lamont	hours						
Dept	Percent						
Streets	4.32	0.18	0.48	0.00	0.00	4.98	
Sewer	51.84	2.16	5.76	0.00	0.00	59.76	
Water	15.84	0.66	1.76	0.00	0.00	18.26	

work		60	0	12	0	0	72.00
Kevin	hours						
Dept	Percent						
Park	12.00	0.00	2.40	0.00	0.00	14.40	
Sewer	3.00	0.00	0.60	0.00	0.00	3.60	
Water	3.00	0.00	0.60	0.00	0.00	3.60	
Streets	42.00	0.00	8.40	0.00	0.00	50.40	

279.75 3.00 56.00 0.00 0.00