

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

Report Date: 10/29/2024

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

Report Time: 1:54:57 PM

10/14/2024 - 10/27/2024 [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	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]			65.00	-1.00			10.00	6.00			80.00
PD [Police] Total:		0.00	65.00	-1.00	0.00	0.00	10.00	6.00		0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		0.00	65.00	-1.00	0.00	0.00	10.00	6.00		0.00	80.00
Head Count:											1
Grand Total:		0.00	65.00	-1.00	0.00	0.00	10.00	6.00		0.00	80.00
Head Count:											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/21/2024

10/14/2024 - 10/20/2024 [7 days]

Report Time: 10:30:44 AM

PD011 [GORHAM, MICHAEL]

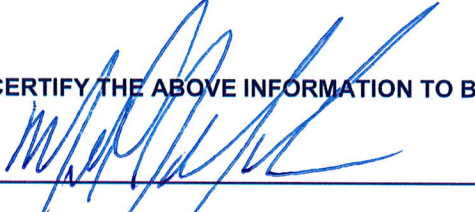
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	203
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/14/2024 Mon	205 [POP]	03:00PM*	12:00AM*	9.0000000		9.00
10/15/2024 Tue	205 [POP]	03:00PM*	12:00AM*	9.0000000		9.00
10/17/2024 Thu	205 [POP]	08:30PM*	12:30AM*	4.0000000		4.00
10/18/2024 Fri	205 [POP]	12:00PM*	11:00PM*	11.0000000		11.00
10/20/2024 Sun	205 [POP]	07:00PM*	11:30PM*	4.5000000		4.50

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									35.25
3 [SICK]									148.00
6 [FH]									
205 [POP]	1[UNUSED]	37.50		37.50					
TOTALS		37.50		37.50					183.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/28/2024

10/21/2024 - 10/27/2024 [7 days]

Report Time: 8:16:25 AM

PD011 [GORHAM, MICHAEL]

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

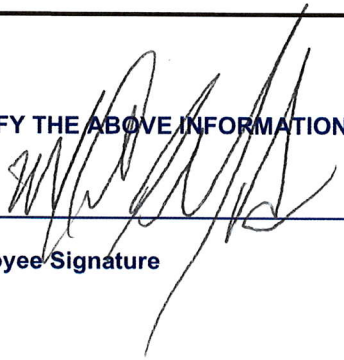
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/21/2024 Mon	205 [POP]	04:00PM*	01:00AM*	9.0000000		9.00
10/22/2024 Tue	205 [POP]	05:00PM*	08:00PM*	3.0000000		
	203 [POS]			6.0000000		9.00
10/23/2024 Wed	204 [POV]			10.0000000		10.00
10/25/2024 Fri	205 [POP]	06:00PM*	01:30AM*	7.5000000		7.50
10/26/2024 Sat	205 [POP]	02:00PM*	03:00PM*	1.0000000		
	205 [POP]	11:00PM*	03:00AM*	4.0000000		5.00
10/27/2024 Sun	205 [POP]	08:00PM*	11:00PM*	3.0000000		
	208 [PADJ]			-1.0000000		2.00

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					35.25		10.00		25.25
3 [SICK]					148.00		6.00		142.00
6 [FH]									
203 [POS]	1[UNUSED]	6.00		6.00					
204 [POV]	1[UNUSED]	10.00		10.00					
205 [POP]	1[UNUSED]	27.50		27.50					
208 [PADJ]	1[UNUSED]	-1.00		-1.00					
TOTALS		42.50		42.50	183.25		16.00		167.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

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

Report Date: 10/30/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 12:19:57 PM

10/14/2024 - 10/27/2024 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	31.00 ✓	6.50 ✓	37.50
AD [General Admin]	511[CW]	21.00 ✓	10.50 ✓	31.50
EL [ADMIN-ELECTION]	551[ECW]	11.00 ✓	0.50 ✓	11.50
SE [Sewer]	305[SADW]	8.50 ✓	0.00	8.50
WA [Water]	605[WADW]	8.50 ✓	0.00	8.50
AD001 [PHELAN, LORI L] Total:		80.00	17.50	97.50 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	16.00 ✓	0.00	16.00
PA [Parks]	101[PAW]	21.75 ✓	0.00	21.75
ST [Streets]	401[STW]	4.50 ✓	0.00	4.50
PW003 [JOHNSON, HARRY] Total:		42.25	0.00	42.25 ✓
Employee: SP003 [LOSBY, BRADEN]				
PA [Parks]	101[PAW]	7.00 ✓	0.00	7.00
SE [Sewer]	301[SEW]	45.00 ✓	4.00 ✓	49.00
ST [Streets]	401[STW]	8.00 ✓	0.00	8.00
WA [Water]	601[WAW]	20.00 ✓	2.25 ✓	22.25
SP003 [LOSBY, BRADEN] Total:		80.00	6.25	86.25 ✓
Grand Totals:		202.25	23.75	226.00

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/21/2024

10/14/2024 - 10/20/2024 [7 days]

Report Time: 10:30:43 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
10/14/2024 Mon	501 [TRW]	07:58AM*	01:01PM	5.0000000		
	501 [TRW]	01:43PM	04:39PM	3.0000000		8.00
10/15/2024 Tue	501 [TRW]	07:57AM	01:27PM	5.5000000		
	501 [TRW]	02:14PM	05:43PM	3.5000000		9.00
10/16/2024 Wed	501 [TRW]	08:02AM	12:02PM	4.0000000		
	501 [TRW]	12:53PM	05:05PM	4.0000000		
	511 [CW]	06:56PM	09:40PM	2.7500000		10.75
10/17/2024 Thu	501 [TRW]	07:58AM	12:28PM	4.5000000		
	501 [TRW]	12:58PM	04:35PM	3.5000000		8.00
10/18/2024 Fri	501 [TRW]	07:59AM	12:55PM	4.2500000	0.7500000	5.00
10/19/2024 Sat	501 [TRW]	08:22AM	02:23PM		6.2500000	6.25
10/20/2024 Sun	501 [TRW]	10:13AM	03:57PM		5.7500000	5.75

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									57.00
3 [SICK]									22.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	37.25	12.75	50.00					
511 [CW]	1[UNUSED]	2.75		2.75					
TOTALS		40.00	12.75	52.75					87.25

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 October 14-20, 2024

Monday

- ✓ • Distribute time sheets for signatures
- Emails
- Clean up day

Tuesday

- Bank deposit
- ✓ • Utility (7.5 hrs)
 - Receipts
 - Tax Roll Notices
 - Verify accounts to be excluded in WH
 - Generate Tax Roll Notices to users
 - Print and mail
- Election Administration (1.5 hr)
 - to county for cartridges
 - Voter Registrations
 - Ret'd Absentee Ballots

Wednesday

- Utility (6 hr) ✓
 - Property Owner tax roll notices
 - ACH payments/files to FSB
- Election Administration (1.5 hr) ✓
 - Absentees sent/registrations rec'd
- Open Book/Board of Review
 - Assessor confirm dates/Prepare notices
- Board of Review Training videos/exam (2.25 hrs) ✓

Thursday

- ✓ • Bank Deposit
- BOR Training Affidavit submitted
- Timesheet allocations/Payroll

Friday

- ETF Health Ins
- Website Migration issues
- Election admin (30 min) ✓
- Utility (30 min) ✓
- Finance Committee Agenda

Saturday

- Meet w/MC
- ✓ • Resumes to MC
- Budget Meeting Prep
- Prepare and post spec BOT meeting agenda

Sunday

- ✓ • Budget work
- Grant work

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
10/14/2024 Mon	401 [STW]	08:16AM	12:17PM	4.0000000		4.00
10/15/2024 Tue	401 [STW]	08:10AM	12:20PM	4.0000000		4.00
10/16/2024 Wed	401 [STW]	08:09AM	12:07PM	3.7500000		3.75
10/17/2024 Thu	401 [STW]	08:14AM	12:34PM	4.2500000		4.25
10/18/2024 Fri	401 [STW]	08:10AM	12:45PM*	4.5000000		4.50

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
401 [STW]	1[UNUSED]	20.50		20.50	Prior Bal	Adjust	Used	Earned	Available
TOTALS		20.50		20.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x _____
Supervisor Signature

10/14 Mon Picked up trash and cans at park, put doors on UTV, cleaned windows on F-550 truck
10/15 Adjusted thermostats at RCC, checked gym furnace not working, put up plastic on door in basement emptied garbage
10/16 Wed Cleaned office at Village Shop, checked gym heater check park for Dodgeville grade school outing, moved picnic table at dog park
10/17 Thurs Replaced tailgate chain on F-550, drained hot water heater at concession stand, removed cemented pole at Vets Memorial Moved Well #1
10/18 Fri Stocked bathrooms at RCC emptied garbage, put up plastic on basement door Help Remodynamics with gym heat

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/21/2024

10/14/2024 - 10/20/2024 [7 days]

Report Time: 10:30:44 AM

SP003 [LOSBY, BRADEN]

Employee ID	SP003	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/14/2024 Mon	301 [SEW]	06:57AM	11:57AM	5.0000000		
	301 [SEW]	12:43PM	03:27PM	2.7500000		7.75
10/15/2024 Tue	301 [SEW]	06:56AM	12:19PM	5.2500000		
	301 [SEW]	12:42PM	03:30PM*	2.7500000		8.00
10/16/2024 Wed	301 [SEW]	06:56AM	12:01PM	5.0000000		
	301 [SEW]	12:28PM	03:26PM	3.0000000		8.00
10/17/2024 Thu	301 [SEW]	06:56AM	12:37PM	5.5000000		
	301 [SEW]	01:13PM	04:05PM	2.7500000		8.25
10/18/2024 Fri	301 [SEW]	06:55AM	02:48PM	7.7500000		7.75
10/19/2024 Sat	301 [SEW]	11:51AM	01:51PM*	0.2500000	1.7500000	2.00
10/20/2024 Sun	601 [WAW]	10:54AM	12:54PM*		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]									45.75
6 [FH]									8.00
7 [BREV]									
301 [SEW]	1[UNUSED]	40.00	1.75	41.75					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	3.75	43.75					100.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL

Employee Signature

x _____

Supervisor Signature

Weekly Work Log Oct 14 – Oct 20 2024

Braden Losby

Monday Oct 14 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Looking into new drop box for school. – 2 hours

Cleaning skimmers and screen. – 3 hours

Decanting sludge tank. – 1 hour

Tuesday Oct 15 2024:

Daily rounds. – 2 hours – Water/Sewer

Working on Kohler generator. – 2 hours

✓ Pushing brush. – 2 hours

Working on speed sign. – 2 hours

Wednesday Oct 16 2024:

✓ Daily rounds. – 2 hours – Water/Sewer

Working on security system at wwtp. – 3 hours

Cleaning skimmers and screen. – 3 hours

Thursday Oct 17 2024:

Daily rounds. – 2 hours

✓ Wastewater report. – 2.5 hours

Working on security system at wwtp. – 4 hours

Friday Oct 18 2024:

Daily rounds. – 2 hours

✓ Spraying down clarifiers. – 4 hours

Locates. – 1 hour

Fire call. - 1 hour

Saturday Oct 19 2024:

✓ Weekend rounds. – 2 hours

Sunday Oct 20 2024:

✓ Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

10/21/2024 - 10/27/2024 [7 days]

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
10/21/2024 Mon	501 [TRW]	07:58AM	12:17PM	4.2500000		7.00
	501 [TRW]	12:43PM	03:33PM	2.7500000		
10/22/2024 Tue	501 [TRW]	08:00AM	12:26PM	4.5000000		13.00
	501 [TRW]	01:29PM	09:56PM	8.5000000		
10/23/2024 Wed	501 [TRW]	08:00AM	12:42PM	4.7500000		8.75
	501 [TRW]	01:17PM	04:41PM	3.5000000		
10/24/2024 Thu	511 [CW]	06:50PM*	07:20PM*	0.5000000		8.50
	501 [TRW]	07:57AM	12:45PM*	4.7500000		
10/25/2024 Fri	501 [TRW]	01:15PM*	04:59PM	3.7500000	1.5000000	4.25
	501 [TRW]	08:00AM	12:11PM	2.7500000		
10/26/2024 Sat	501 [TRW]	10:45AM	02:01PM		3.2500000	3.25

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									57.00
3 [SICK]									22.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	39.50	4.75	44.25					
511 [CW]	1[UNUSED]	0.50		0.50					
TOTALS		40.00	4.75	44.75					87.25

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 October 21-27, 2024

Monday

- Distribute time sheets for review
- ✓ • Election Admin (1.5 hrs)
- Utilities (1 hr)
-

Tuesday

- Utility (30 min)
 - Update Trimble
 - Utility receipts
- ✓ • Bank Deposit
- Election Administration (2 hrs)
- Budget
 - Prep
 - Meeting 4.5 hrs

Wednesday

- Election Administration (2 hrs) ✓
- Emails-Ehlers/Johnson & Block 2025 Budget
- ✓ • Utility (1.5 hrs) ✓
 - Receipts/post/interface
 - Late fees
- Special BOT Mtg

Thursday

- Bank Deposit
 - FSB in office Remote Deposit set up
 - Cash to FSB
- ✓ • Email ETF-Insurance/submit resolution
- Budget emails to FC
- Election Administration (1.5 hrs) ✓

Friday

- Website updates
- ✓ • Emails
- Election Administration (30 min)
- Utility (30 min)

Saturday

- ✓ • Election Administration
- Draft and post minutes

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
10/21/2024 Mon	401 [STW]	08:12AM	12:13PM	4.0000000		4.00
10/22/2024 Tue	401 [STW]	07:57AM	12:16PM	4.2500000		4.25
10/23/2024 Wed	401 [STW]	08:09AM	01:04PM	4.7500000		4.75
10/24/2024 Thu	401 [STW]	08:13AM	12:15PM	4.0000000		4.00
10/25/2024 Fri	401 [STW]	08:10AM	12:56PM	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]	21.75		21.75					

TOTALS

21.75

21.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*

Employee Signature

x _____

Supervisor Signature

Mon 10/21 Picked up brush, Mowed Valley Ball area, Park and parking area

Tues 10/22 Winterized park bathrooms & concession stand

Wed 10/23 Replaced toilet flush valve in mens bathroom
Moped bath room floors

Thurs 10/24 Brought Halloween decorations up from basement
got sound system from concession stand, glued tile on gym steps, removed siding pieces from portable building

Fri 10/25 Put Together Halloween decorations

Employee Timecard - LPHELAN-07/27/2015
10/21/2024 - 10/27/2024 [7 days]

SP003 [LOSBY, BRADEN]

Employee ID	SP003	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
10/21/2024 Mon	301 [SEW]	06:58AM	12:19PM	5.2500000		8.00
	301 [SEW]	12:44PM	03:32PM	2.7500000		
10/22/2024 Tue	301 [SEW]	06:57AM	12:01PM	5.0000000		10.75
	301 [SEW]	12:45PM	03:41PM	3.0000000		
	301 [SEW]	05:30PM	08:21PM	2.7500000		
10/23/2024 Wed	301 [SEW]	06:58AM	10:01AM	3.0000000		3.00
10/24/2024 Thu	301 [SEW]	06:58AM	11:49AM	4.7500000		8.25
	301 [SEW]	12:28PM	03:58PM	3.5000000		
10/25/2024 Fri	301 [SEW]	07:01AM	02:35PM	7.5000000		8.50
	101 [PAW]	08:10PM	09:10PM*	1.0000000		
10/26/2024 Sat	301 [SEW]	07:00AM*	09:00AM*	1.5000000	0.5000000	2.00
10/27/2024 Sun	601 [WAW]	08:25AM	10:25AM*		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]									45.75
6 [FH]									8.00
7 [BREV]									
101 [PAW]	1[UNUSED]	1.00		1.00					
301 [SEW]	1[UNUSED]	39.00	0.50	39.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	2.50	42.50					100.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL
Employee Signature

x _____
Supervisor Signature

Monday Oct 21 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Meeting with DNR. – 3 hours

Cleaning skimmers and screen. – 3 hours

Tuesday Oct 22 2024:

Daily rounds. – 2 hours – Water/Sewer

Pushing brush. – 2 hours

✓ Winterizing Park bathrooms. – 4 hours

Budget meeting . - 2.75 hours

Wednesday Oct 23 2024:

✓ Daily rounds and samples. – 3 hours – Water/Sewer

Out sick. – 5 hours

Thursday Oct 24 2024:

Daily rounds. – 2 hours

✓ Meter reads. – 4 hours

Working on aerator on selector tank. – 2.5 hours

Friday Oct 25 2024:

Daily rounds. – 2 hours

Boo bash prep. – 2 hours

✓ Preparing salt shed for incoming salt delivery. – 2 hours

Scrubbing clarifiers. – 2 hours

Evening boo bash prep. – 2 hours

Saturday Oct 26 2024:

✓ Weekend rounds. – 2 hours

Sunday Oct 27 2024:

✓ Weekend rounds. – 2 hours

Maggie's Hours for 10/14-10/27

1 message

Deputy Clerk <deputyclerk@ridgewaywi.gov>

Sun, Oct 27, 2024 at 6:30 PM

To: Lori Phelan <clerk@ridgewaywi.gov>

10/14: 8:30pm-9:30pm	1.0
10/15: 8pm-9:30pm	1.5
10/16: 4:30pm-5:30pm	1.0
10/21: 6:30pm-7:45pm	1.25
10/24: 7:30pm-8:30pm	1.0
10/25: 6:00pm-7:30pm	1.5
10/27: 5pm-5:30pm & 6pm-6:30pm	1.0
	<u>8.25</u>

Parks/Events

208 Jarvis Street, Ridgeway, WI 53582
608-924-5881

www.ridgewaywi.gov

THE VILLAGE OF



RIDGEWAY

E-mail correspondence to and from this address may be subject to the open records law and may be disclosed to outside parties.

Mike Phelan

10-21-8:30-12:30-4

10-23-8:30-12:30-4

10-24-8:30-12:30-4

10-25-8:30-12:30-4

7:00-9:00-2

Total-18

Mike Phelan

10-15-8:30-12:30-4

10-16-8:30-12:30-4

10-17-8:30-12:30-4

10-18-8:30-12:30-4

Total-16

34 hrs

8.5 Paks

8.5 sheets

25.5