

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

Report Date: 09/03/2025

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

Report Time: 4:32:58 PM

08/18/2025 - 08/31/2025 [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]		64.75		7.25				8.00		8.00	88.00
PD [Police] Total:		64.75	0.00	7.25	0.00	0.00	0.00	8.00		8.00	88.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		64.75	0.00	7.25	0.00	0.00	0.00	8.00		8.00	88.00
<i>Head Count:</i>											1
Grand Total:		64.75	0.00	7.25	0.00	0.00	0.00	8.00		8.00	88.00
<i>Head Count:</i>											1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/02/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 5:23:42 PM

PD011 [GORHAM, MICHAEL]

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

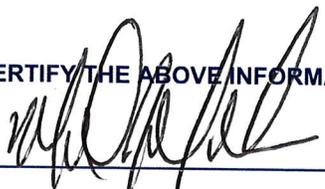
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/19/2025 Tue	201 [POW]	01:18PM	11:14PM	10.0000000		10.00
08/20/2025 Wed	206 [POG]	08:00AM*	04:00PM*	8.0000000		
	201 [POW]	04:00PM*	06:30PM*	2.5000000		10.50
08/21/2025 Thu	201 [POW]	11:47AM	07:58PM	8.2500000		8.25
08/22/2025 Fri	201 [POW]	04:11PM	10:28PM	6.2500000		6.25
08/23/2025 Sat	201 [POW]	04:49PM	07:50PM	3.0000000		
	201 [POW]	09:01PM	10:48PM	1.7500000		4.75
08/24/2025 Sun	201 [POW]	10:30AM*	01:50PM*	3.2500000		3.25

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.75
3 [SICK]									117.00
6 [FH]									
201 [POW]	1[UNUSED]	35.00		35.00					
206 [POG]	1[UNUSED]	8.00		8.00					
TOTALS		43.00		43.00					153.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____

Employee Signature

X _____

Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 5:21:27 PM

PD011 [GORHAM, MICHAEL]

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

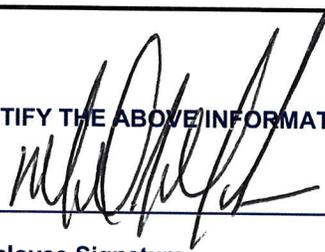
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/25/2025 Mon	203 [POS]			8.0000000		8.00
08/26/2025 Tue	201 [POW]	10:40AM	07:08PM	8.5000000		8.50
08/28/2025 Thu	201 [POW]	12:30PM*	05:00PM*	4.5000000		4.50
08/29/2025 Fri	201 [POW]	07:30PM*	11:00PM*	3.5000000		3.50
08/30/2025 Sat	201 [POW]	10:35AM	10:35PM	12.0000000		12.00
08/31/2025 Sun	201 [POW]	12:15PM*	01:35PM*	1.2500000		1.25
	208 [PADJ]			7.2500000		8.50

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									36.75
3 [SICK]					117.00		8.00		109.00
6 [FH]									
201 [POW]	1[UNUSED]	29.75		29.75					
203 [POS]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	7.25		7.25					
TOTALS		45.00		45.00	117.00		8.00		145.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

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

Report Date: 09/03/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:53:03 PM

08/18/2025 - 08/31/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	10.25	0.00	10.25
AD [General Admin]	504[TRV]	16.50	0.00	16.50
AD [General Admin]	511[CW]	28.25	0.00	28.25
AD [General Admin]	514[CV]	16.25	0.00	16.25
SE [Sewer]	305[SADW]	0.50	0.00	0.50
WA [Water]	605[WADW]	2.25	0.00	2.25
AD001 [PHELAN, LORI L] Total:		74.00	0.00	74.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	55.00	0.00	55.00
PA [Parks]	101[PAW]	4.75	0.00	4.75
SE [Sewer]	305[SADW]	7.50	0.00	7.50
WA [Water]	605[WADW]	7.50	0.00	7.50
AD005 [RINIKER, MARJORIE] Total:		74.75	0.00	74.75
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	10.50	0.00	10.50
PA [Parks]	101[PAW]	9.00	0.00	9.00
ST [Streets]	401[STW]	16.00	0.00	16.00
PW003 [JOHNSON, HARRY] Total:		35.50	0.00	35.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	49.00	1.00	50.00
WA [Water]	601[WAW]	31.00	0.00	31.00
PW007 [LARKINS, LAMONT] Total:		80.00	1.00	81.00
Employee: SP004 [MECKLEY, KEVIN]				
FM [FACILITES MAINTENANCE]	611[FMW]	2.00	0.00	2.00
PA [Parks]	101[PAW]	16.00	0.00	16.00
SE [Sewer]	301[SEW]	6.50	3.50	10.00
ST [Streets]	401[STW]	54.50	0.00	54.50
WA [Water]	601[WAW]	1.00	4.00	5.00
SP004 [MECKLEY, KEVIN] Total:		80.00	7.50	87.50
Grand Totals:		344.25	8.50	352.75

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/03/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 3:45:24 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
08/18/2025 Mon	501 [TRW]	08:06AM	04:30PM	8.5000000		11.50
	511 [CW]	06:00PM*	09:00PM*	3.0000000		
08/19/2025 Tue	511 [CW]	09:00AM*	12:00PM*	3.0000000		9.00
	511 [CW]	01:00PM*	07:00PM*	6.0000000		
08/20/2025 Wed	504 [TRV]			3.2500000		8.00
	511 [CW]	10:00AM*	11:30AM*	1.5000000		
	514 [CV]			3.2500000		
08/21/2025 Thu	514 [CV]			4.0000000		8.00
	504 [TRV]			4.0000000		
08/22/2025 Fri	504 [TRV]			0.5000000		0.50

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					95.75		15.00		80.75
3 [SICK]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	8.50		8.50					
504 [TRV]	1[UNUSED]	7.75		7.75					
511 [CW]	1[UNUSED]	13.50		13.50					
514 [CV]	1[UNUSED]	7.25		7.25					
TOTALS		37.00		37.00	95.75		15.00		143.50

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 Aug 18-24, 2025

Monday 8/18

- Clerk
 - Timesheet distribution & allocations
 - Calculate payroll
 - Drive to LaCrosse for WMCA Conference
- Treasurer (6 hrs)
 - Upload Direct Deposit file, post in Accounting
 - 2026 Budget Workbook

Tuesday 8/19

- Clerk
 - WMCA Conference
 - Drive home

Wednesday 8/20 Vacation (6.5 hrs)

- Clerk (1 hr)
 - Finance Committee Meeting
 - Post agenda/draft minutes
- Treasurer (30 min)
 - Concession stand drawer

Thursday 8/21 Vacation

Friday 8/22 Vacation

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/25/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 9:30:47 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
08/18/2025 Mon	701 [ADSW]	07:47AM	11:56AM	4.2500000		11.00
	701 [ADSW]	12:46PM	04:27PM	3.7500000		
	701 [ADSW]	06:00PM*	09:00PM*	3.0000000		
08/19/2025 Tue	701 [ADSW]	09:00AM*	12:00PM*	3.0000000		9.00
	701 [ADSW]	01:00PM*	07:00PM*	6.0000000		
08/20/2025 Wed	701 [ADSW]	08:03AM	12:28PM	4.5000000		8.00
	701 [ADSW]	12:59PM	04:29PM	3.5000000		
08/21/2025 Thu	701 [ADSW]	07:56AM	12:36PM	4.5000000		8.00
	701 [ADSW]	01:06PM	04:26PM	3.5000000		
08/22/2025 Fri	701 [ADSW]	07:49AM	09:02AM	1.2500000		1.25

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]									28.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	37.25		37.25					
TOTALS		37.25		37.25					72.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT


Employee Signature

x 
Supervisor Signature

Week of Aug 18 – Aug 22

Monday -

- Utility bills (.75 hr)
- Customer help – phone tax search
- invoicing
- FB posting / event set ups

Tuesday - TRAINING

Wednesday -

- Utility work (.5 hr)
- invoicing
- FB event posts

Thurs –

- Utility work (.75)
- FB Posting
- Helped library ladies move/organize
- Invoicing
- Flier in Canva

Fri –

- Utility work (1 hr)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/25/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 9:30:47 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
08/18/2025 Mon	401 [STW]	08:04AM	12:05PM	4.0000000		4.00
08/19/2025 Tue	401 [STW]	07:59AM	12:04PM	4.0000000		4.00
08/20/2025 Wed	401 [STW]	08:02AM	12:00PM	4.0000000		4.00
08/21/2025 Thu	401 [STW]	08:01AM	01:02PM	5.0000000		5.00
08/22/2025 Fri	401 [STW]	07:58AM	12:44PM	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 *[Signature]*
Supervisor Signature

Mon 8/18 Replaced Flush Valve on toilet in women's bathroom
Moped floor

Tue 8/19 cleaned south entrance at RCC, worked at RCC

Wed 8/20 Mowed part of Park, Volley ball area, green, across from
Badger Mart, Village shop

Thurs 8/21 Mowed west end of Town, across from church, ball
field, part of park, RCC lawn

Fri 8/22 Mowed along AHH, Play ground, dragged both ball fields

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/25/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 9:30:47 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
08/18/2025 Mon	301 [SEW]	05:55AM	11:31AM	5.5000000		8.00
	301 [SEW]	12:02PM	02:32PM	2.5000000		
08/19/2025 Tue	301 [SEW]	05:58AM	11:30AM	5.5000000		8.00
	301 [SEW]	12:02PM	02:31PM	2.5000000		
08/20/2025 Wed	301 [SEW]	05:59AM	11:55AM	6.0000000		8.25
	301 [SEW]	12:26PM	02:41PM	2.2500000		
08/21/2025 Thu	301 [SEW]	05:57AM	11:50AM	5.7500000		8.00
	301 [SEW]	12:18PM	02:35PM	2.2500000		
08/22/2025 Fri	301 [SEW]	06:39AM	11:44AM	5.0000000		8.00
	301 [SEW]	12:14PM	03:12PM	2.7500000	0.2500000	

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									4.00
301 [SEW]	1[UNUSED]	40.00	0.25	40.25					
TOTALS		40.00	0.25	40.25					4.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log August 18-August 22

Monday 08/18/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations, removed railing old headworks - 6 hours

Tuesday 08/19/2025:

Water Daily Operations, Changed water meter – 2 hours

Sewer Daily Operations, clearing dump area - 6 hours

Wednesday 08/20/2025:

Water Daily Operations locate– 3 hours

Sewer Daily Operations locate -5 hours

Thursday 08/21/2025

Water Daily Operations locate-4 hours

Sewer Daily Operations locate -4 hours

Friday 08/22/2025:

Water Daily Operations, locate – 4 hours

Sewer Daily Operations locate

Weekly Cleaning sewer plant-4 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/25/2025

08/18/2025 - 08/24/2025 [7 days]

Report Time: 9:30:47 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
08/18/2025 Mon	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
08/19/2025 Tue	401 [STW]	06:59AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
08/20/2025 Wed	401 [STW]	07:00AM	11:45AM	4.7500000		8.00
	401 [STW]	12:14PM	03:30PM	3.2500000		
08/21/2025 Thu	401 [STW]	06:59AM	12:00PM	5.0000000		8.00
	401 [STW]	12:28PM	03:30PM	3.0000000		
08/22/2025 Fri	401 [STW]	07:00AM	12:15PM	5.2500000		8.00
	401 [STW]	12:45PM	03:30PM	2.7500000		
08/23/2025 Sat	301 [SEW]	06:36AM	08:36AM*		2.0000000	2.00
08/24/2025 Sun	601 [WAW]	07:49AM	09:49AM*		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]									56.00
3 [SICK]									28.00
6 [FH]									8.00
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					92.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday August 18th 2025

Hauled brush – 2 hours

Helped remove rail at treatment plant – 2 hours

Worked in the shop – 4 hours

Tuesday August 19th 2025

Picked up memorial bricks – 5 hours

Mowed – 3 hours

Wednesday August 20th 2025

Hauled brush – 1 hour

Weed whacked – 4 hours

Mowed – 3 hours

Thursday August 21st 2025

Greased and cleaned mower – 2 hours

Weed whacked – 2 hours

Sprayed weeds – 2 hours

Mowed – 2 hours

Friday August 22nd 2025

Cleaned park bathrooms – 3 hours

Sprayed weeds – 2 hours

Mowed – 3 hours

Saturday August 23rd 2025

Weekend rounds – 2 hours

Sunday August 24th 2025

Weekend rounds – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:58 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/25/2025 Mon	514 [CV]			4.0000000		8.00
	504 [TRV]			4.0000000		
08/26/2025 Tue	514 [CV]			0.2500000		7.50
	501 [TRW]	08:01AM	11:43AM	3.7500000		
08/27/2025 Wed	501 [TRW]	03:45PM*	07:21PM*	3.5000000		8.00
	504 [TRV]			2.5000000		
08/28/2025 Thu	501 [TRW]	09:37AM	12:36PM	3.0000000		8.00
	514 [CV]			2.5000000		
	504 [TRV]			2.2500000		
08/29/2025 Fri	501 [TRW]	10:01AM*	01:35PM	3.5000000		8.00
	514 [CV]			2.2500000		
08/29/2025 Fri	501 [TRW]	08:02AM	11:34AM	3.5000000		3.50
08/30/2025 Sat	605 [WADW]	05:30PM*	07:30PM*	2.0000000		2.00

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					80.75		17.75		63.00
3 [SICK]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	17.25		17.25					
504 [TRV]	1[UNUSED]	8.75		8.75					
514 [CV]	1[UNUSED]	9.00		9.00					
605 [WADW]	1[UNUSED]	2.00		2.00					
TOTALS		37.00		37.00	80.75		17.75		125.75

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 Aug 25-31, 2025

Monday 8/25 Vacation 8 hrs

Tuesday 8/26

- Clerk
 - Emails
 - SAL to title company
 - Send final read to title company
 - Finance comm mtg

Wednesday 8/27 Vacation 5 hrs

- Treasurer (2 hrs)
 - Remote Deposit
 - ACH payments
 - Credit card transactions
 - Concession stand drawer
- Clerk (15 min)
 - Draft meeting minutes
- Utility (45 min)
 - Fix customer payment

Thursday 8/28 Vacation 4.5 hr

- Treasurer (1 hr)
 - Farmers Market Grant issues
- Clerk (2.5 hr)
 - Timesheet allocations
 - Draft/publish 08.26.2025 meeting minutes
 - Prepare 09.02.2025 Finance Committee Meeting agenda/draft minutes

Friday 8/29

- Clerk
 - Post and publish Finance Committee Meeting Agenda
 - Board Meeting Agenda
 - Update PSC rate information
- Treasurer
 - ACH payments

Saturday 8/30

- Utility-Alarm dialer call, checked tower for overflow, checked SCADA appeared to be alarm at Well #1.

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:59 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
08/25/2025 Mon	701 [ADSW]	07:58AM	12:33PM	4.5000000		8.00
	701 [ADSW]	01:03PM	04:31PM	3.5000000		
08/26/2025 Tue	701 [ADSW]	07:46AM	12:59PM	5.2500000		9.25
	701 [ADSW]	01:35PM	04:32PM	3.0000000		
	701 [ADSW]	06:09PM	07:09PM	1.0000000		
08/27/2025 Wed	701 [ADSW]	07:48AM	04:28PM	8.7500000		8.75
08/28/2025 Thu	701 [ADSW]	07:57AM	01:55PM	6.0000000		7.50
	701 [ADSW]	02:59PM	04:29PM	1.5000000		
08/29/2025 Fri	701 [ADSW]	07:55AM	12:02PM	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]									28.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	37.50		37.50					
TOTALS		37.50		37.50					72.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Marjorie Riniker*
Employee Signature

x *Lai D. Phua*
Supervisor Signature

Marj Riniker

Week of 8/25/2025

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences		0.25				0.25
Invoices	2.5	2	0.5	1.5	0.5	7
Library/Comm Ctr	0.5	1	0.5	0.5	1.5	4
Socials	1.5	0.5	0.25	1	1	4.25
Misc office work (filing/copies/phone/Cus t Asst)	1.5	0.5	0.5	1	0.75	4.25
meetings/prep		1				1
Property tax						0
Elections						
	<u>6.0</u>	<u>5.25</u>	<u>1.75</u>	<u>4.0</u>	<u>3.75</u>	
						Admin/Deputy Totals 20.75
Park/Rec						
Event planning						0
Meetings/prep		1	0.5	0.5	0.25	2.25
Socials	1	1	0.5			2.5
creating graphics						0
	<u>1</u>	<u>2</u>	<u>1</u>	<u>.5</u>	<u>.25</u>	
						Park/Rec Totals 4.75
Utility						
Billing	0.5	1	2	1		4.5
Online	0.5	1	2	1		4.5
Cash						3
	<u>1</u>	<u>2</u>	<u>2</u>	<u>1</u>		
						Utility Totals 12
Daily totals	8	9.25	8.75	7.5	4	
						Total hours 37.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:59 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
08/27/2025 Wed	401 [STW]	08:06AM	12:49PM	4.7500000		4.75
08/28/2025 Thu	401 [STW]	08:05AM	12:36PM	4.5000000		4.50
08/29/2025 Fri	401 [STW]	08:03AM	12:32PM	4.5000000		4.50

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]	13.75		13.75					
TOTALS		13.75		13.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Wed 8/27 cleaned toilets at RCC, mowed hill behind RCC at park, pitches on HHH, well #1, fire station
 Thurs 8/28 worked at RCC, dragged both ball fields, mowed behind RCC
 Fri 8/29 mowed well #2 lawn, along HHH, small ball field, lot of RCC

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:59 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
08/25/2025 Mon	301 [SEW]	06:04AM	11:30AM	5.5000000		8.00
	301 [SEW]	12:00PM	02:35PM	2.5000000		
08/26/2025 Tue	301 [SEW]	05:59AM	11:50AM	5.7500000		11.00
	301 [SEW]	12:20PM	05:30PM*	5.2500000		
08/27/2025 Wed	301 [SEW]	06:09AM	11:45AM	5.5000000		8.00
	301 [SEW]	12:15PM	02:40PM	2.5000000		
08/28/2025 Thu	301 [SEW]	06:11AM	11:52AM	5.5000000		7.75
	301 [SEW]	12:23PM	02:42PM	2.2500000		
08/29/2025 Fri	301 [SEW]	06:00AM	12:00PM	5.2500000	0.7500000	6.00

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									4.00
301 [SEW]	1[UNUSED]	40.00	0.75	40.75					
TOTALS		40.00	0.75	40.75					4.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log August 25-August 29

Monday 08/25/2025:

Water Daily Operations, locates- 4 hours

Sewer Daily Operations, locates, - 4 hours

Tuesday 08/26/2025:

Water Daily Operations, locates, employee review – 5 hours

Sewer Daily Operations, locates, emor, employee review - 4 hours

Wednesday 08/27/2025:

Water Daily Operations, locate- 3 hours

Sewer Daily Operations, emor, locate -5 hours

Thursday 08/28/2025

Water Daily Operations -2 hours

Sewer Daily Operations cleaning sewer plant -6 hours

Friday 08/29/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations

Weekly Cleaning sewer plant-4 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/02/2025

08/25/2025 - 08/31/2025 [7 days]

Report Time: 8:39:59 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/25/2025 Mon	401 [STW]	06:59AM	11:45AM	4.7500000		
	401 [STW]	12:13PM	03:30PM	3.2500000		8.00
08/26/2025 Tue	401 [STW]	06:59AM	12:00PM	5.0000000		
	401 [STW]	12:29PM	03:29PM	3.0000000		8.00
08/27/2025 Wed	401 [STW]	06:59AM	11:59AM	5.0000000		
	401 [STW]	12:28PM	03:29PM	3.0000000		8.00
08/28/2025 Thu	401 [STW]	06:59AM	12:00PM	5.0000000		
	401 [STW]	12:30PM	03:30PM	3.0000000		8.00
08/29/2025 Fri	401 [STW]	06:59AM	12:00PM	5.0000000		
	401 [STW]	12:29PM	03:00PM	2.5000000		7.50
08/30/2025 Sat	301 [SEW]	09:22AM	11:22AM*	0.5000000	1.5000000	2.00
08/31/2025 Sun	601 [WAW]	07:01AM	09:01AM*		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]									56.00
3 [SICK]									28.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	0.50	1.50	2.00					
401 [STW]	1[UNUSED]	39.50		39.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	3.50	43.50					92.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday August 25th 2025

Hauled brush – 2 hours

Fixed mower tire and deck – 2 hours

Mowed – 4 hours

Tuesday August 26th 2025

Changed garbage at the park – 1 hour

Meter reading – 2 hours

Mowed – 5 hours

Wednesday August 27th 2025

Cleaned garden debris out of dumpster at CC – 1 hour

Checked filters on AC units on CC roof 2 hours

Weed whacked – 3 hours

Sprayed weeds – 2 hours

Thursday August 28th 2025

Hauled brush – 2 hours

Weed whacked – 3 hours

Mowed – 3 hours

Friday August 29th 2025

Worked at treatment plant – 3 hours

Cleaned park bathrooms – 3 hours

Mowed – 2 hours

Saturday August 30th 2025

Weekend rounds – 2 hours

Sunday August 31st 2025

Weekend rounds – 2 hours