

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

Report Date: 08/18/2025

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

Report Time: 8:31:19 AM

08/04/2025 - 08/17/2025 [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
<b>LOC: 1 [Village of Ridgeway]</b>											
<b>DEPT: PD [Police]</b>											
GORHAM, MICHAEL [PD011]		75.75		-0.75			5.00				80.00
<b>PD [Police] Total:</b>		75.75	0.00	-0.75	0.00	0.00	5.00	0.00	0.00	0.00	80.00
<i>Head Count:</i>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		75.75	0.00	-0.75	0.00	0.00	5.00	0.00	0.00	0.00	80.00
<i>Head Count:</i>											<b>1</b>
<b>Grand Total:</b>		75.75	0.00	-0.75	0.00	0.00	5.00	0.00	0.00	0.00	80.00
<i>Head Count:</i>											<b>1</b>

**END OF REPORT**

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

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

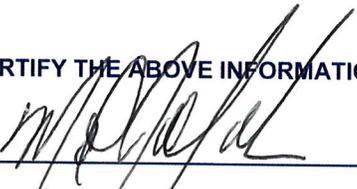
Report Time: 8:15:12 AM

<b>PD011 [GORHAM, MICHAEL]</b>					
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
08/04/2025 Mon	201 [POW]	02:03PM	07:40PM	5.7500000		5.75
08/05/2025 Tue	204 [POV]			5.0000000		5.00
08/06/2025 Wed	201 [POW]	03:38PM	11:32PM	7.7500000		7.75
08/07/2025 Thu	201 [POW]	03:40PM	12:14AM	8.5000000		8.50
08/08/2025 Fri	201 [POW]	12:59PM	05:51PM	4.7500000		4.75
08/09/2025 Sat	201 [POW]	03:00PM	11:19PM	8.2500000		8.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					41.75		5.00		36.75
3 [SICK]									117.00
6 [FH]									
201 [POW]	1[UNUSED]	35.00		35.00					
204 [POV]	1[UNUSED]	5.00		5.00					
<b>TOTALS</b>		<b>40.00</b>		<b>40.00</b>	<b>41.75</b>		<b>5.00</b>		<b>153.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>PD011 [GORHAM, MICHAEL]</b>					
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
08/12/2025 Tue	201 [POW]	01:48PM*	02:45PM*	1.0000000		
	201 [POW]	04:22PM	11:21PM	7.0000000		8.00
08/13/2025 Wed	201 [POW]	05:39PM*	11:49PM*	6.0000000		6.00
08/14/2025 Thu	201 [POW]	05:38PM	12:05AM	6.2500000		6.25
08/15/2025 Fri	201 [POW]	12:23PM	10:39PM	10.2500000		10.25
08/16/2025 Sat	201 [POW]	02:34PM	11:10PM	8.7500000		8.75
08/17/2025 Sun	201 [POW]	01:20PM*	02:50PM*	1.5000000		
	208 [PADJ]			-0.7500000		0.75

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]	40.75		40.75					
208 [PADJ]	1[UNUSED]	-0.75		-0.75					
<b>TOTALS</b>		<b>40.00</b>		<b>40.00</b>					<b>153.75</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_  
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

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

Report Date: 08/28/2025

Report Time: 12:57:01 PM

Primary Sort By: Employee;DEPT(G2)

08/04/2025 - 08/17/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	29.25	0.00	29.25
AD [General Admin]	504[TRV]	2.50	0.00	2.50
AD [General Admin]	511[CW]	37.00	0.00	37.00
AD [General Admin]	514[CV]	2.50	0.00	2.50
EL [ADMIN-ELECTION]	551[ECW]	1.00	0.00	1.00
SE [Sewer]	305[SADW]	1.75	0.00	1.75
WA [Water]	605[WADW]	1.75	0.00	1.75
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>75.75</b>	<b>0.00</b>	<b>75.75</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	57.75	0.00	57.75
PA [Parks]	101[PAW]	12.50	0.00	12.50
SE [Sewer]	305[SADW]	1.75	0.00	1.75
WA [Water]	605[WADW]	1.75	0.00	1.75
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>73.75</b>	<b>0.00</b>	<b>73.75</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	7.75	0.00	7.75
PA [Parks]	101[PAW]	14.00	0.00	14.00
ST [Streets]	401[STW]	20.00	0.00	20.00
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>41.75</b>	<b>0.00</b>	<b>41.75</b>
<b>Employee: PW007 [LARKINS, LAMONT]</b>				
SE [Sewer]	301[SEW]	51.00	4.75	55.75
ST [Streets]	401[STW]	2.00	0.00	2.00
WA [Water]	601[WAW]	27.00	2.00	29.00
<b>PW007 [LARKINS, LAMONT] Total:</b>		<b>80.00</b>	<b>6.75</b>	<b>86.75</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
PA [Parks]	101[PAW]	12.50	0.00	12.50
SE [Sewer]	301[SEW]	2.00	2.00	4.00
ST [Streets]	401[STW]	62.50	2.50	65.00
WA [Water]	601[WAW]	3.00	2.00	5.00
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>80.00</b>	<b>6.50</b>	<b>86.50</b>
<b>Grand Totals:</b>		<b>351.25</b>	<b>13.25</b>	<b>364.50</b>

**END OF REPORT**

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

Work log hours for timesheet allocations per 2025 budget

8/4-10/25										8/11-17/25										Totals									
Reg	OT	Vacation	Holiday	Sick	work hours	Percent	Reg	OT	Vacation	Holiday	Sick	work hours	Percent	Reg	OT	Vacation	Holiday	Sick	work hours	Percent									
Lori					36.00		Lori					34.75		Lori					70.75										
Dept							Dept							Dept															
C/T	85.00%	30.60	0.00	0.00	0.00	0.00	C/T	85.00%	29.54	0.00	4.25	0.00	0.00	C/T	60.14	0.00	4.25	0.00	0.00	64.39									
SewerAdm	5.00%	1.80	0.00	0.00	0.00	0.00	SewerAdm	5.00%	1.74	0.00	0.25	0.00	0.00	SewerAdm	3.54	0.00	0.25	0.00	0.00	3.79									
Election Adm	5.00%	1.80	0.00	0.00	0.00	0.00	Election Adm	5.00%	1.74	0.00	0.25	0.00	0.00	Election Adm	3.54	0.00	0.25	0.00	0.00	3.79									
WaterAdm	5.00%	1.80	0.00	0.00	0.00	0.00	WaterAdm	5.00%	1.74	0.00	0.25	0.00	0.00	WaterAdm	3.54	0.00	0.25	0.00	0.00	3.79									
work							work							work															
Marj					36.00		Marj					37.75		Marj					73.75										
Dept							Dept							Dept															
AdmSvs	50.00%	18.00	0.00	0.00	0.00	0.00	AdmSvs	50.00%	18.88	0.00	0.00	0.00	0.00	AdmSvs	36.88	0.00	0.00	0.00	0.00	36.88									
SewerAdm	7.50%	2.70	0.00	0.00	0.00	0.00	SewerAdm	7.50%	2.83	0.00	0.00	0.00	0.00	SewerAdm	5.53	0.00	0.00	0.00	0.00	5.53									
WaterAdm	7.50%	2.70	0.00	0.00	0.00	0.00	WaterAdm	7.50%	2.83	0.00	0.00	0.00	0.00	WaterAdm	5.53	0.00	0.00	0.00	0.00	5.53									
Park Wages	35.00%	12.60	0.00	0.00	0.00	0.00	Park Wages	35.00%	13.21	0.00	0.00	0.00	0.00	Park Wages	25.81	0.00	0.00	0.00	0.00	25.81									
work							work							work															
Harry					22.25		Harry					19.50		Harry					41.75										
Dept							Dept							Dept															
Park	30.00%	6.68					Park	30.00%	5.85					Park	12.53				0.00	0.00	12.53								
Street	35.00%	7.79					Street	35.00%	6.83					Street	14.61				0.00	0.00	14.61								
FacMaint	35.00%	7.79					FacMaint	35.00%	6.83					FacMaint	14.61				0.00	0.00	14.61								
work							work							work															
Lamont					40.00	0.50	Lamont					40.00	6.75	0.00	0.00	0.00			80.00	7.25									
Dept							Dept							Dept															
Streets	10.00%	4.00	0.05				Streets	10.00%	4.00	0.68	0.00	0.00	0.00	Streets	8.00	0.73	0.00	0.00	0.00	8.73									
Sewer	70.00%	28.00	0.35				Sewer	70.00%	28.00	4.73	0.00	0.00	0.00	Sewer	56.00	5.08	0.00	0.00	0.00	61.08									
Water	20.00%	8.00	0.10				Water	20.00%	8.00	1.35	0.00	0.00	0.00	Water	16.00	1.45	0.00	0.00	0.00	17.45									
work							work							work															
Kevin					40.00	5.50	Kevin					40.00	1.00	0.00	0.00	0.00			80	6.5									
Dept							Dept							Dept															
Park	20.00%	8.00	1.10				Park	20.00%	8.00	0.20	0.00	0.00	0.00	Park	16.00	1.30	0.00	0.00	0.00	17.30									
Sewer	10.00%	4.00	0.55				Sewer	10.00%	4.00	0.10	0.00	0.00	0.00	Sewer	8.00	0.65	0.00	0.00	0.00	8.65									
Water	10.00%	4.00	0.55				Water	10.00%	4.00	0.10	0.00	0.00	0.00	Water	8.00	0.65	0.00	0.00	0.00	8.65									
Streets	60.00%	24.00	3.30				Streets	60.00%	24.00	0.60	0.00	0.00	0.00	Streets	48.00	3.90	0.00	0.00	0.00	51.90									

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

Report Time: 8:15:12 AM

<b>AD001 [PHELAN, LORI L]</b>					
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
08/04/2025 Mon	501 [TRW]	07:53AM	01:56PM	6.0000000		8.00
	501 [TRW]	02:31PM	04:37PM	2.0000000		
08/05/2025 Tue	501 [TRW]	08:02AM	01:28PM	5.5000000		8.50
	501 [TRW]	01:59PM	05:01PM	3.0000000		
08/06/2025 Wed	501 [TRW]	08:03AM	12:51PM	4.7500000		8.25
	501 [TRW]	01:17PM	04:42PM	3.5000000		
08/07/2025 Thu	501 [TRW]	08:39AM	02:05PM	5.2500000		7.00
	501 [TRW]	02:40PM	04:32PM	1.7500000		
08/08/2025 Fri	501 [TRW]	08:01AM	12:22PM	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]									100.75
3 [SICK]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>163.50</b>

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 4-10, 2025

**Monday 8/4**

- Clerk
  - Emails
  - EE ins forms
- Treasurer
  - Concession stand reconciliation
  - File amended SOA
  - Bank Statements
  - ACH receipts

**Tuesday 8/5**

- Clerk
  - Timesheet allocations (2 hrs)
  - Calculate payroll (30 min)
  - Calculate EE health insurance coverage changes (2.5 hrs)
  - Staff questions (1 hr)
- Treasurer
  - Verify adjustments and pay Sept Ins Premiums ETF (2 hrs)

**Wednesday 8/6**

- Clerk
  - Process payroll (1.5 hr)
- Treasurer
  - Submit payroll to FSB
  - Pay 941 taxes
  - Reconcile & pay Chase CC
  - Bank statements/reconciliations

**Thursday 8/7**

- Clerk
  - Agenda BOT meeting
- Treasurer
  - Bank Reconciliations
  - Treasurer report
  - Budget workbook

**Friday 8/8**

- Clerk
  - BOT Agenda
    - Post/notifications
- Treasurer
  - Enter invoices, checks in progress report for BOT



### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

Report Time: 8:15:12 AM

<b>AD005 [RINIKER, MARJORIE]</b>					
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
08/04/2025 Mon	701 [ADSW]	07:54AM	12:33PM	4.5000000		8.00
	701 [ADSW]	01:06PM	04:36PM	3.5000000		
08/05/2025 Tue	701 [ADSW]	07:58AM	04:20PM	8.2500000		10.25
	701 [ADSW]	06:12PM	08:08PM	2.0000000		
08/06/2025 Wed	701 [ADSW]	07:48AM	09:59AM	2.2500000		5.25
	701 [ADSW]	01:33PM	04:30PM	3.0000000		
08/07/2025 Thu	701 [ADSW]	07:45AM	12:53PM	5.2500000		8.25
	701 [ADSW]	01:28PM	04:29PM	3.0000000		
08/08/2025 Fri	701 [ADSW]	07:48AM	12:02PM	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]									28.00
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>					<b>72.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

x   
Supervisor Signature

Week of Aug 4 – Aug 8

Monday -

- Utility bills (.5 hr)
- Customer help
- Driveway permit organizing
- invoicing
- FB posting

Tuesday -

- Utility work (.25 hrs)
- FB posts
- Library monitor
- Invoicing
- P&R meeting prep
- P&R meeting

Wednesday -

- Utility work (.25 hr)
- invoicing
- P&R minutes / follow-up
- Meet with new library volunteer
- FB event posts

Thurs –

- Utility work (.25)
- FB Posting
- Helped library ladies move/organize
- Invoicing
- Flier in Canva

Fri –

- FB Posts
- Invoicing
- Utility bills (.25)



### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

Report Time: 8:15:12 AM

<b>PW003 [JOHNSON, HARRY]</b>			
Employee ID	PW003	DEPT(G2)	FM
Pay Type	1	Last Name	JOHNSON
Pay Policy	401	First Name	HARRY

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/04/2025 Mon	401 [STW]	08:01AM	01:06PM	5.0000000		5.00
08/05/2025 Tue	401 [STW]	07:54AM	12:31PM	4.5000000		4.50
08/06/2025 Wed	401 [STW]	07:57AM	12:18PM	4.2500000		4.25
08/07/2025 Thu	401 [STW]	07:56AM	12:16PM	4.2500000		4.25
08/08/2025 Fri	401 [STW]	07:54AM	12:17PM	4.2500000		4.25

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]	22.25		22.25					
<b>TOTALS</b>		<b>22.25</b>		<b>22.25</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x *[Signature]*  
Supervisor Signature

Mon 8/4 Mowed both ballfields & mowed, mowed Volley Ball area, across from church, part of park  
 Tue 8/5 Mowed park & playground, Vets Memorial, ACC, village sleep lawn  
 Wed 8/6 Summer brush pile, mowed along HHH, took mower tire to farm & fleet  
 Thurs 8/7 Replaced throttle cable on dty, worked at ACC  
 Fri 8/8 Mowed along HHH, green shed, behind ACC

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/11/2025

08/04/2025 - 08/10/2025 [7 days]

Report Time: 8:15:12 AM

#### PW007 [LARKINS, LAMONT]

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

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/04/2025 Mon	301 [SEW]	05:55AM	11:50AM	5.7500000		8.00
	301 [SEW]	12:19PM	02:31PM	2.2500000		
08/05/2025 Tue	301 [SEW]	05:58AM	12:20PM	6.2500000		8.00
	301 [SEW]	12:51PM	02:30PM	1.7500000		
08/06/2025 Wed	301 [SEW]	05:55AM	11:36AM	5.5000000		8.25
	301 [SEW]	11:52AM	02:30PM	2.7500000		
08/07/2025 Thu	301 [SEW]	06:16AM	12:00PM	5.7500000		8.00
	301 [SEW]	12:30PM*	02:47PM	2.2500000		
08/08/2025 Fri	301 [SEW]	06:31AM	11:45AM	5.2500000		8.25
	301 [SEW]	12:17PM	03:22PM	2.5000000	0.5000000	

#### 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	0.50	40.50					
<b>TOTALS</b>		<b>40.00</b>	<b>0.50</b>	<b>40.50</b>					<b>4.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

**Lamont Larkins**

**Weekly Work Log August 4-August 10**

**Monday 08/04/2025:**

Water Daily Operations and figured out how to sample Well #1 – 4 hours

Sewer Daily Operations - 4 hours

**Tuesday 08/05/2025:**

Water Daily Operations, locates and pinned services on GIS – 4 hours

Sewer Daily Operations locates and pinned services on GIS – 4 hours

**Wednesday 08/06/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations and weed whacked around dump area-6 hours

**Thursday 08/07/2025**

Water Daily Operations and repaired curb stop on Wells Street -3 hours

Sewer Daily Operations and weed whacked around old head works-5 hours

**Friday 08/08/2025:**

Water Daily Operations, located and pinned curb stops alley on GIS– 3 hours

Sewer Daily Operations

Weekly Cleaning sewer plant

Weed whacked -5 hours





Monday August 4th 2025

Picked up brush – 2 hours

Weed whacked – 4 hours

Mowed dog park and depot – 2 hours

Tuesday August 5th 2025

Picked up brush – 1 hour

Changed all garbage – 1 hour

Weed whacked – 3 hours

Mowed – 3 hours

Park n Rec meeting – 1.5 hours

Wednesday August 6th 2025

Burned brush pile – 4 hours

Pushed rubbish piles back – 2 hours

Mowed – 2 hours

Thursday August 7th 2025

Hauled brush – 1 hour

Fixed UTV – 3 hours

Fixed curb stop – 1 hour

Street sweeping – 3 hours

Friday August 8th 2025

Cleaned park bathrooms – 2 hours

Cleaned up brush at treatment plant – 2 hours

Replaced tire on mower – 1 hour

Mowed – 2 hours

Changed water meter – 1 hour

Saturday August 9<sup>th</sup>

Weekend rounds – 2 hours

Sunday August 10<sup>th</sup>

Weekend rounds – 2 hours



### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>AD001 [PHELAN, LORI L]</b>					
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
08/11/2025 Mon	501 [TRW]	07:57AM	12:29PM	4.5000000		8.00
	501 [TRW]	01:03PM	04:37PM	3.5000000		
08/12/2025 Tue	501 [TRW]	07:59AM	04:38PM	8.7500000		14.00
	501 [TRW]	06:21PM	11:24PM	5.2500000		
08/13/2025 Wed	514 [CV]			2.5000000		5.00
	504 [TRV]			2.5000000		
08/14/2025 Thu	501 [TRW]	08:00AM	12:31PM	4.5000000		8.00
	501 [TRW]	01:09PM	04:42PM	3.5000000		
08/15/2025 Fri	501 [TRW]	08:04AM	12:39PM	4.7500000		4.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					100.75		5.00		95.75
3 [SICK]									54.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	34.75		34.75					
504 [TRV]	1[UNUSED]	2.50		2.50					
514 [CV]	1[UNUSED]	2.50		2.50					
<b>TOTALS</b>		<b>39.75</b>		<b>39.75</b>	<b>100.75</b>		<b>5.00</b>		<b>158.50</b>

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 11-17, 2025

**Monday 8/11**

- Clerk
  - Timesheet distribution
  - Timesheet allocations
  - Liquor licensing questions

**Tuesday 8/12**

- Clerk
  - Set up/prepare for BOT meeting
  - BOT meeting
- Treasurer
  - Print checks/prepare for approval, signatures and mailing
- Election administration
  - Voter registration
  - Print updated WisVote Manual

**Wednesday 8/13 OUT OF OFFICE**

**Thursday 8/14**

- Clerk
  - Emails
  - Post approved and draft meeting minutes
- Treasurer
  - Remote deposit
- Utility
  - PSC-PFP resolution/cover letter
  - Communication with auditor

**Friday 8/15**

- Clerk
  - Emails
  - Meet w/Brad
- Treasurer
  - Park and Events Statement of Rev & Exp
- Utility
  - ACH utility
    - Send file to FSB
    - Post and interface to accounting

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>AD005 [RINIKER, MARJORIE]</b>			
Employee ID	AD005	DEPT(G2)	AD
Pay Type	3	Last Name	RINIKER
Pay Policy	700	First Name	MARJORIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/11/2025 Mon	701 [ADSW]	07:53AM	01:09PM	5.2500000		9.25
	701 [ADSW]	01:46PM	05:39PM	4.0000000		
08/12/2025 Tue	701 [ADSW]	07:46AM	01:01PM	5.2500000		8.25
	701 [ADSW]	01:36PM	04:29PM	3.0000000		
08/13/2025 Wed	701 [ADSW]	07:51AM	04:30PM	8.7500000		8.75
08/14/2025 Thu	701 [ADSW]	07:52AM	01:13PM	5.5000000		8.25
	701 [ADSW]	01:47PM	04:34PM	2.7500000		
08/15/2025 Fri	701 [ADSW]	07:58AM	11:12AM	3.2500000		3.25

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]	37.75		37.75					
<b>TOTALS</b>		<b>37.75</b>		<b>37.75</b>					<b>72.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Marjorie Riniker*  
Employee Signature

x *Lai Phelan*  
Supervisor Signature

Week of Aug 11 – Aug 15

Monday -

- Utility bills (.75 hr)
- Customer help
- permit uploading/organizing
- invoicing
- FB posting
- Library meeting

Tuesday -

- Utility work (.5 hrs)
- FB posts
- Library monitor
- Furniture moving
- Bathroom maintenance
- Scanning docs

Wednesday -

- Utility work (.5 hr)
- invoicing
- gift brick
- dog licensing
- FB event posts
- Gave bldng tour
- Flier in Canva

Thurs –

- Utility work (.5)
- FB Posting
- Last day for summer program / spent time with pics and such
- Invoicing
- Filing
- Events work

Fri –

- FB Posts
- Invoicing
- Utility bills (.25)

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>PW007 [LARKINS, LAMONT]</b>					
<b>Employee ID</b>	PW007	<b>DEPT(G2)</b>	PW	<b>Pay Policy</b>	300
<b>Pay Type</b>	3	<b>Last Name</b>	LARKINS	<b>First Name</b>	LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
08/11/2025 Mon	301 [SEW]	05:55AM	11:45AM	5.7500000		8.00
	301 [SEW]	12:15PM	02:30PM	2.2500000		
08/12/2025 Tue	301 [SEW]	05:57AM	12:04PM	6.0000000		10.25
	301 [SEW]	12:38PM	02:34PM	1.7500000		
	301 [SEW]	06:55PM	09:27PM	2.5000000		
08/13/2025 Wed	301 [SEW]	06:14AM	12:06PM	5.7500000		8.00
	301 [SEW]	12:35PM	02:45PM	2.2500000		
08/14/2025 Thu	301 [SEW]	05:57AM	12:20PM	6.2500000		8.00
	301 [SEW]	12:52PM	02:31PM	1.7500000		
08/15/2025 Fri	301 [SEW]	05:59AM	11:50AM	5.7500000		8.00
	301 [SEW]	12:20PM	02:30PM		2.2500000	
08/16/2025 Sat	301 [SEW]	09:00AM	11:00AM*		2.0000000	2.00
08/17/2025 Sun	601 [WAW]	08:12AM	10:12AM*		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
3 [SICK]									4.00
301 [SEW]	1[UNUSED]	40.00	4.25	44.25					
601 [WAW]	1[UNUSED]		2.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>6.25</b>	<b>46.25</b>					<b>4.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
 Employee Signature

X \_\_\_\_\_  
 Supervisor Signature

**Lamont Larkins**

**Weekly Work Log August 11-August 17**

**Monday 08/11/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations, submitted monthly EMOR and worked on bar screen - 6 hours

**Tuesday 08/12/2025:**

Water Daily Operations, Changed water meter – 2 hours

Sewer Daily Operations, sprayed weeds, worked on truck crane - 6 hours

**Wednesday 08/13/2025:**

Water Daily Operations – 2 hours

Sewer Daily Operations sprayed weeds, and weed whacked around dump area-6 hours

**Thursday 08/14/2025**

Water Daily Operations -2 hours

Sewer Daily Operations and burn pile -4 hours

Streets asphalted end of driveway -2 hours

**Friday 08/15/2025:**

Water Daily Operations, located and pinned curb stops alley on GIS– 3 hours

Sewer Daily Operations

Weekly Cleaning sewer plant

Weed whacked around dump area-5 hours

**Saturday 08/16/25:**

System checks -2 hours

**Sunday 08/17/25:**

System checks – 2 hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>SP004 [MECKLEY, KEVIN]</b>					
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
08/11/2025 Mon	401 [STW]	07:00AM	12:00PM	5.0000000		8.00
	401 [STW]	12:30PM	03:30PM	3.0000000		
08/12/2025 Tue	401 [STW]	07:00AM	12:00PM	5.0000000		10.50
	401 [STW]	12:30PM	03:30PM	3.0000000		
08/13/2025 Wed	401 [STW]	06:50PM	09:22PM	2.5000000		6.50
	401 [STW]	06:56AM	12:05PM	5.0000000		
08/14/2025 Thu	401 [STW]	12:27PM	01:59PM	1.5000000		8.00
	401 [STW]	12:34PM	03:30PM	3.0000000		
08/15/2025 Fri	401 [STW]	07:00AM	12:15PM	5.2500000		8.00
	401 [STW]	12:45PM	03:30PM	1.7500000	1.0000000	

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
401 [STW]	1[UNUSED]	40.00	1.00	41.00					
<b>TOTALS</b>		<b>40.00</b>	<b>1.00</b>	<b>41.00</b>					<b>92.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
 \_\_\_\_\_  
 Employee Signature

x   
 \_\_\_\_\_  
 Supervisor Signature

Monday August 11th 2025

Serviced both mowers – 3 hours

Checked all garbage – 1 hour

Mowed – 4 hours

Tuesday August 12th 2025

Hauled brush – 2 hours

Fixed mower – 2 hours

Changed water meter – 2 hours

Worked on crane – 2 hours

Board meeting – 2 hours

Wednesday August 13th 2025

Farm N Fleet run – 1 hour

Fixed drain on concession stand sink – 3 hours

Weed whacked – 2 hours

Thursday August 14th 2025

Hauled brush – 2 hours

Fixed walkway to park – 2 hours

Fixed end of driveway on Well St. – 2 hours

Mowed – 2 hours

Friday August 15th 2025

Cleaned park bathrooms – 2 hours

Changed water meter – 1 hour

Cleaned up the dump and treatment plant – 5 hours

**Employee Timecard - LPHELAN-07/27/2015**

Report Date: 08/18/2025

08/11/2025 - 08/17/2025 [7 days]

Report Time: 8:12:49 AM

<b>PW003 [JOHNSON, HARRY]</b>					
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
08/11/2025 Mon	401 [STW]	08:05AM	12:05PM	4.0000000		4.00
08/13/2025 Wed	401 [STW]	07:52AM	01:01PM	5.2500000		5.25
08/14/2025 Thu	401 [STW]	08:01AM	01:11PM	5.2500000		5.25
08/15/2025 Fri	401 [STW]	07:57AM	01:03PM	5.0000000		5.00

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]	19.50		19.50					
<b>TOTALS</b>		<b>19.50</b>		<b>19.50</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson  
Employee Signature

x \_\_\_\_\_  
Supervisor Signature

Mon 8/11 Sweep gym floor, Mowed board room, worked at RCC  
 Wed 8/13 sprayed weeds at green shed, mowed west end of Village, across from church, lumber yard, & Budget Mart, valley ball area, Village shop lawn  
 Thurs 8/14 Mowed park, playground, both ballfields  
 Fri 8/15 sprayed weeds in ballfields, Mowed along HHH, well (#), ft of RCC, green shed, cardinal way pond