

### Employee Timecard - Hourly Distribution Report

Report Date: 12/05/2022

11/28/2022 - 12/04/2022 [7 days]

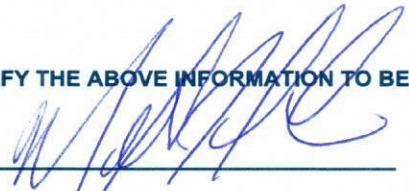
Report Time: 8:05:12 AM

<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	Daily Total	Reg Hrs	OT Hrs
11/28/2022 Mon	205 [POP]	07:00PM*	12:00AM*	5.00	5.0000000	
11/29/2022 Tue	205 [POP]	11:00AM*	12:30PM*		1.5000000	
	205 [POP]	03:00PM*	12:30AM*	11.00	9.5000000	
11/30/2022 Wed	205 [POP]	02:30PM*	01:00AM*	10.50	10.5000000	
12/01/2022 Thu	205 [POP]	01:00PM*	09:30PM*	8.50	8.5000000	
12/02/2022 Fri	205 [POP]	10:30AM*	12:00PM*	1.50	1.5000000	
12/03/2022 Sat	205 [POP]	09:00PM*	03:00AM*	6.00	6.0000000	
12/04/2022 Sun	205 [POP]	07:30PM*	11:30PM*	4.00	4.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									25.00
3 [SICK]					115.00	4.00			119.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	46.50		46.50					
<b>TOTALS</b>		<b>46.50</b>		<b>46.50</b>	<b>115.00</b>	<b>4.00</b>			<b>152.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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

### Employee Timecard - Hourly Distribution Report

Report Date: 12/12/2022

12/05/2022 - 12/11/2022 [7 days]

Report Time: 8:36:28 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	Daily Total	Reg Hrs	OT Hrs
12/05/2022 Mon	205 [POP]	07:00PM*	11:00PM*	4.00	4.0000000	
12/06/2022 Tue	205 [POP]	08:00AM*	04:00PM*		8.0000000	
	205 [POP]	07:00PM*	10:30PM*	11.50	3.5000000	
12/07/2022 Wed	205 [POP]	02:00PM*	12:30AM*	10.50	10.5000000	
12/09/2022 Fri	205 [POP]	08:30AM*	06:30PM*		10.0000000	
	* 206 [POG]	06:30PM*	10:30PM*	14.00	4.0000000	
12/10/2022 Sat	205 [POP]	04:00PM*	12:00AM*	8.00	8.0000000	
12/11/2022 Sun	* 206 [POG]	01:00PM*	06:00PM*		5.0000000	
	208 [PADJ]			-22.50	-27.5000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									25.00
3 [SICK]									119.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	44.00		44.00					
206 [POG]	1[UNUSED]	9.00		9.00					
208 [PADJ]	1[UNUSED]	-27.50		-27.50					
<b>TOTALS</b>		<b>25.50</b>		<b>25.50</b>					<b>152.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

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

Traffic Grant Shifts

12/09/2022 - 1830 hrs - 2230 hrs (4) 6:30p.m. - 10:30p.m.

12/11/2022 1300 hrs 1800 hrs (5) 1:00p.m. - 6:00p.m.

Notes: Friday - 2 contacts (2 w)  
Sunday 6 contacts (4 citations (4 warnings) -

### Employee Timecard - Hourly Distribution Report

Report Date: 12/15/2022

12/05/2022 - 12/11/2022 [7 days]

Report Time: 10:24:25 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	Daily Total	Reg Hrs	OT Hrs
12/05/2022 Mon	205 [POP]	07:00PM*	11:00PM*	4.00	4.0000000	
12/06/2022 Tue	205 [POP]	08:00AM*	04:00PM*		8.0000000	
	205 [POP]	07:00PM*	10:30PM*	11.50	3.5000000	
12/07/2022 Wed	205 [POP]	02:00PM*	12:30AM*	10.50	10.5000000	
12/09/2022 Fri	205 [POP]	08:30AM*	06:30PM*		10.0000000	
	206 [POG]	06:30PM*	10:30PM*	14.00	4.0000000	
12/10/2022 Sat	205 [POP]	04:00PM*	12:00AM*	8.00	8.0000000	
12/11/2022 Sun	206 [POG]	01:00PM*	06:00PM*		5.0000000	
	208 [PADJ]			-13.50	-18.5000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									25.00
3 [SICK]									119.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	44.00		44.00					
206 [POG]	1[UNUSED]	9.00		9.00					
208 [PADJ]	1[UNUSED]	-18.50		-18.50					
<b>TOTALS</b>		<b>34.50</b>		<b>34.50</b>					<b>152.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

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

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

Setup to remove grant work from  
Salary adjustments. (H) 12-15-22

### Employee Timecard - Hourly Distribution Report

Report Date: 12/05/2022

11/28/2022 - 12/04/2022 [7 days]

Report Time: 8:05:12 AM

<b>AD002 [ROESSLER, HAILEY]</b>			
Employee ID	AD002	DEPT(G2)	AD
Pay Type	3	Last Name	ROESSLER
		Pay Policy	500
		First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
11/28/2022 Mon	503 [TRS]					7.5000000
	501 [TRW]	07:45AM*	08:22AM	8.00	0.5000000	
11/29/2022 Tue	501 [TRW]	08:00AM	12:59PM		5.0000000	
	501 [TRW]	01:45PM	04:30PM*	7.75	2.7500000	
11/30/2022 Wed	501 [TRW]	08:09AM	12:37PM		4.2500000	
	501 [TRW]	01:07PM	04:35PM*	7.75	3.5000000	
12/01/2022 Thu	501 [TRW]	08:15AM	12:30PM		4.2500000	
	501 [TRW]	01:19PM	06:37PM	9.50	5.2500000	
12/02/2022 Fri	501 [TRW]	07:25AM	12:17PM		4.7500000	
	501 [TRW]	12:41PM	04:13PM	8.25	3.5000000	
12/04/2022 Sun	501 [TRW]	02:15PM*	03:00PM*	0.75	0.7500000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									21.25
3 [SICK]					38.75	4.00	7.50		35.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	34.50		34.50					
503 [TRS]	1[UNUSED]	7.50		7.50					
<b>TOTALS</b>		<b>42.00</b>		<b>42.00</b>	<b>38.75</b>	<b>4.00</b>	<b>7.50</b>		<b>64.50</b>

Sewer Admin = 7      Gen Admin = 35

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

*Hailey Roessler*  
Employee Signature

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

- 11-28-22 - Gen Corresp. + Sick Leave
- 11-29-22 - Gen Corresp. AP/AR; SAL'S; Speedee Shipper Setup  
Fin Comm Mtg Prept Post
- 11-30-22 - AP/AR/Corresp.; Delta3 WWTP Meeting + Follow-up  
DPW Posting/Resumes; Coord w/ Harry @ WWTP
- 12-1-22 - EE Reviews; Prep IPK<sub>Page</sub>, Payroll, Board Agenda Prep
- 12-2-22 - Fin Comm Wrap-up/Signatures; Corresp; Payroll, BOT  
Agenda

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Report Time: 8:36:27 AM



<b>AD002 [ROESSLER, HAILEY]</b>					
Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/05/2022 Mon	501 [TRW]	07:58AM	01:28PM		5.5000000	
	501 [TRW]	02:18PM	04:36PM	7.75	2.2500000	
12/06/2022 Tue	501 [TRW]	07:50AM*	12:31PM		4.7500000	
	501 [TRW]	01:08PM	05:36PM		4.2500000	
	501 [TRW]	06:25PM	10:04PM	12.50	3.5000000	
12/07/2022 Wed	501 [TRW]	08:05AM	12:01PM		4.0000000	
	501 [TRW]	12:29PM	04:49PM	8.25	4.2500000	
12/08/2022 Thu	501 [TRW]	07:59AM	12:04PM		4.0000000	
	501 [TRW]	12:31PM	04:39PM	8.25	4.2500000	
12/09/2022 Fri	501 [TRW]	08:09AM	12:02PM	3.75	3.2500000	0.5000000

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									21.25
3 [SICK]									35.25
6 [FH]									
501 [TRW]	1[UNUSED]	40.00	0.50	40.50					
<b>TOTALS</b>		<b>40.00</b>	<b>0.50</b>	<b>40.50</b>					<b>56.50</b>

Water Admin - 5 Sewer Admin 5 Gen - 30.5

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

*Hailey Roessler*  
 Employee Signature

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

Payroll / Code Setup / UKG Ascentis / Workhorse Correspondence;  
 Journal Entries; Loan Payments; WRS / ERF Research; AP / AR  
 Check Generation; WWTP F/U; Board Mtg Prep / Posting /  
 Minutes / F/up; Scheduling; Deposit; General Corresp.  
 Reporting / Tax Bill Prep / Mailing / USPS Stamps

**Employee Timecard - Hourly Distribution Report**

Report Date: 12/05/2022

11/28/2022 - 12/04/2022 [7 days]

Report Time: 8:05:12 AM



<b>AD003 [JOHNSON, MAGGIE]</b>					
Employee ID	AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	JOHNSON	First Name	MAGGIE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
11/28/2022 Mon	511 [CW]	07:59AM	03:31PM	7.50	7.5000000	
11/29/2022 Tue	511 [CW]	07:58AM	03:05PM	7.00	7.0000000	
11/30/2022 Wed	511 [CW]	08:00AM	02:30PM	6.50	6.5000000	
12/01/2022 Thu	511 [CW]	08:00AM	05:12PM <i>3:00</i>	7.25	7.2500000	
12/02/2022 Fri	605 [WADW]	07:59AM	12:00PM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									28.50
3 [SICK]					55.75	4.00			59.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	28.25		28.25					
605 [WADW]	1[UNUSED]	4.00		4.00					
<b>TOTALS</b>		<b>32.25</b>		<b>32.25</b>	<b>55.75</b>	<b>4.00</b>			<b>96.25</b>

Water Admin = 7 Sewer Admin = 3 Dep Clerk = 22.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Maggie Johnson*  
Employee Signature

x *Hailey Poeschl*  
Supervisor Signature

General: Utility Payments, library posts

Manday: Shipped water samples, account move in/out, processed utility billing, winter newsletter

Tuesday: winter newsletter, Holiday Helpers,

Wednesday: winter newsletter, stuffed, stamped, and posted utility bills

Thursday: Holiday Helpers, Beacon troubleshooting

Friday: move in/out, Holiday Helpers

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12/05/2022 - 12/11/2022 [7 days]

Report Time: 8:36:28 AM

<b>AD003 [JOHNSON, MAGGIE]</b>					
Employee ID	AD003	DEPT(G2)	DC	Pay Policy	550
Pay Type	3	Last Name	JOHNSON	First Name	MAGGIE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/05/2022 Mon	511 [CW]	07:59AM	03:36PM	7.50	7.5000000	
12/06/2022 Tue	511 [CW]	08:00AM	03:10PM	7.25	7.2500000	
12/07/2022 Wed	511 [CW]	08:01AM	02:31PM	6.50	6.5000000	
12/08/2022 Thu	511 [CW]	07:57AM	03:00PM	7.00	7.0000000	
12/09/2022 Fri	511 [CW]	07:55AM	12:02PM	4.00	4.0000000	

Summary - AD003 [JOHNSON, MAGGIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									28.50
3 [SICK]									59.75
6 [FH]									
511 [CW]	1[UNUSED]	32.25		32.25					
<b>TOTALS</b>		<b>32.25</b>		<b>32.25</b>					<b>88.25</b>

*Sewer Admin- 5 Water Admin- 3 Gen= 24.25*

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *[Signature]*  
Employee Signature

X *[Signature]*  
Supervisor Signature

*General: Utility payments, library/open gym communications*

*Monday: Holiday helpers, Polymer research*

*Tuesday: Holiday helpers, Polymer, Farmers market agreement*

*Wednesday: Holiday helpers, Park & rec. agenda, dog park fundraising*

*Thursday: Holiday helpers, Fuel schedule*

*Friday: cleaned library, Holiday helper*

Employee Timecard - Hourly Distribution Report

Report Date: 12/05/2022

11/28/2022 - 12/04/2022 [7 days]

Report Time: 8:05:12 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	Daily Total	Reg Hrs	OT Hrs
11/28/2022 Mon	401 [STW]	08:25AM	12:30PM	4.00	4.0000000	
11/29/2022 Tue	301 [SEW]	08:28AM	12:44PM	4.25	4.2500000	
11/30/2022 Wed	601 [WAW]	08:19AM	12:39PM	4.50	4.5000000	
12/01/2022 Thu	401 [STW]	08:23AM	12:13PM	3.75	3.7500000	
12/02/2022 Fri	401 [STW]	08:18AM	12:37PM	4.25	4.2500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
301 [SEW]	1[UNUSED]	4.25		4.25					
401 [STW]	1[UNUSED]	12.00		12.00					
601 [WAW]	1[UNUSED]	4.50		4.50					
<b>TOTALS</b>		<b>20.75</b>		<b>20.75</b>					

Sewer = 8 Streets = 4. Water = 0.75  
 Fac Maint = 8.0

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson  
 Employee Signature

x Julie Roe  
 Supervisor Signature

11/28 replaced light bulbs for street christmas lights  
 Moved dirt pile from RCE parking lot to treatment plant  
 11/29 was put up christmas lights on main street, checked with guys pulling well at pump house #1  
 11/30 wed met with Delta 3 employees at treatment plant  
 Installed gutter on Ford floor truck  
 12/1 thu cleaned sids & counter tops at treatment plant & cleaned main entrance  
 12/2 moved paint at treatment plant, finished cleaning treatment plant

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Report Time: 8:36:28 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	Daily Total	Reg Hrs	OT Hrs
12/05/2022 Mon	611 [FMW]	08:25AM	12:26PM	4.00	4.000000	
12/06/2022 Tue	401 [STW]	08:25AM	12:22PM	3.75	3.750000	
12/07/2022 Wed	611 [FMW]	08:26AM	12:52PM	4.25	4.250000	
12/08/2022 Thu	401 [STW]	08:25AM	11:06AM	2.50	2.500000	
12/09/2022 Fri	401 [STW]	06:22AM	03:52PM	9.50	9.500000	

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]	15.75		15.75					
611 [FMW]	1[UNUSED]	8.25		8.25					
<b>TOTALS</b>		<b>24.00</b>		<b>24.00</b>					

Streets = 9.5 Fac Maint = 14.5

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson  
Employee Signature

x Harley Russell  
Supervisor Signature

Mon 12/5 cleaned rec bathrooms, took library books to pumpster, emptied garbage

Tues 12/6 cleaned out fridge in kitchen, replaced light bulbs in golden room & south entrance hallway

Moped main entrance way, unclogged boys toilet

Wed 12/7 moped piano room for painting, replaced ceiling tiles in south entrance

Thurs 12/8 did final prep in piano room

Fri 12/9 Plowed snow

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Report Date: 12/05/2022

11/28/2022 - 12/04/2022 [7 days]

Report Time: 8:05:12 AM



<b>SP002 [CULLEN, TANNER]</b>			
Employee ID	SP002	DEPT(G2)	ST
Pay Type	3	Last Name	CULLEN
		Pay Policy	400
		First Name	TANNER

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
11/28/2022 Mon	401 [STW]	06:54AM	03:32PM	8.00	8.0000000	
11/29/2022 Tue	401 [STW]	06:54AM	03:30PM	8.00	8.0000000	
11/30/2022 Wed	401 [STW]	06:41AM	03:43PM	8.50	8.5000000	
12/01/2022 Thu	401 [STW]	06:42AM	02:20PM	7.00	7.0000000	
12/02/2022 Fri	401 [STW]	07:02AM	03:32PM	8.00	8.0000000	

Summary - SP002 [CULLEN, TANNER]					Accrual				
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									53.25
3 [SICK]					142.50	4.00			146.50
6 [FH]									
401 [STW]	1[UNUSED]	39.50		39.50					
<b>TOTALS</b>		<b>39.50</b>		<b>39.50</b>	<b>142.50</b>	<b>4.00</b>			<b>199.75</b>

29.50 Streets Dept.  
 8.50 water Dept.  
 1.50 x waste water Dept.

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Total 39.50

Employee Signature

Supervisor Signature

11/28 Read water meters. Went through

xmas lights. called rick on xmas lights. 1hr water Dept Move Dirt/ Bocidets from community center. 7hrs Streets

11/29 water well solutions started work on well 1. put up xmas lights with help of Rick moeller and Harry.

3hrs water Dept. 5hrs Streets

11/30 met with Delta 3 on WWT. Checked with WWS on work on well 1. met with greg with Drille on well 1. Installed salt dog salter in F-550. 1.50 water Dept.

1.50 waste water 5.50 Streets →

12/1 ~~and~~ Final Read on level Street. Replaced  
Battery in the service truck. Sorted Brush  
and compost Piles. (1hr water Dept.)  
(6hrs Streets)

12/2 Ran raw well 1 sample to State Lab.  
(2hrs water Dept.) (6hrs Streets)

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<b>SP002 [CULLEN, TANNER]</b>					
Employee ID	SP002	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	CULLEN	First Name	TANNER

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
12/05/2022 Mon	401 [STW]	06:47AM	03:31PM	8.00	8.0000000	
12/06/2022 Tue	401 [STW]	06:52AM	03:32PM		8.5000000	
	401 [STW]	06:49PM	08:25PM	9.75	1.2500000	
12/07/2022 Wed	401 [STW]	06:34AM	03:30PM	8.50	8.5000000	
12/08/2022 Thu	401 [STW]	06:49AM	03:32PM	8.00	8.0000000	
12/09/2022 Fri	401 [STW]	06:46AM	03:58PM	8.50	5.7500000	2.7500000
12/10/2022 Sat	401 [STW]	08:19AM	11:28AM	3.25		3.2500000

Summary - SP002 [CULLEN, TANNER]						Accrual				
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Prior Bal	Adjust	Used	Earned	Available	
2 [VACA]									53.25	
3 [SICK]									146.50	
6 [FH]										
401 [STW]	1[UNUSED]	40.00	6.00	46.00						
<b>TOTALS</b>		<b>40.00</b>	<b>6.00</b>	<b>46.00</b>					<b>199.75</b>	

1 hr water  
 1 hr waste water  
 44.00hrs Streets

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Tanner Cullen

Employee Signature

Supervisor Signature

12/5 1 hr waste water. 7 hrs Streets

12/6 Board meeting 9.75 hrs streets

12/7 A.B Electric installed new shop lights. Salted in am. spoke to Mark Reason on his tree bid. 8.50 hrs Streets

12/8 prepared Equipment/Trucks for snow storm. Delivered polymer Barrel to ww+p. 1 hr waste water 7 hrs Streets

12/9 Plowed Snow and Snow Removal.  
8.50 hrs Streets

12/10 Snow Removal from main Street and  
Jarvis. 3.25 hrs Streets