

VILLAGE OF RIDGEWAY

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

Report Date: 10/02/2024

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

Report Time: 9:49:35 AM

09/16/2024 - 09/29/2024 [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 Hours | Reg Hours | Total Hrs |
|---------------------------------------|--------------|-----------|-----------------------------------|--------------|----------------|-----------------------|----------------|-------------------|--------------------|-----------|-----------|
| LOC: 1 [Village of Ridgeway] | | | | | | | | | | | |
| DEPT: PD [Police] | | | | | | | | | | | |
| GORHAM, MICHAEL [PD011] | | | 70.00 | 2.00 | | | 8.00 | | | | 80.00 |
| PD [Police] Total: | | 0.00 | 70.00 | 2.00 | 0.00 | 0.00 | 8.00 | 0.00 | | 0.00 | 80.00 |
| Head Count: | | | | | | | | | | | 1 |
| 1 [Village of Ridgeway] Total: | | 0.00 | 70.00 | 2.00 | 0.00 | 0.00 | 8.00 | 0.00 | | 0.00 | 80.00 |
| Head Count: | | | | | | | | | | | 1 |
| Grand Total: | | 0.00 | 70.00 | 2.00 | 0.00 | 0.00 | 8.00 | 0.00 | | 0.00 | 80.00 |
| Head Count: | | | | | | | | | | | 1 |

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015
09/16/2024 - 09/22/2024 [7 days]

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 |
| 09/16/2024 Mon | 205 [POP] | 03:30PM* | 12:30AM* | 9.0000000 | | 9.00 |
| 09/18/2024 Wed | 205 [POP] | 01:00PM* | 10:00PM* | 9.0000000 | | 9.00 |
| 09/19/2024 Thu | 205 [POP] | 10:00AM* | 12:00PM* | 2.0000000 | | |
| | 205 [POP] | 05:00PM* | 12:00AM* | 7.0000000 | | 9.00 |
| 09/21/2024 Sat | 205 [POP] | 05:00PM* | 01:30AM* | 8.5000000 | | 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] | | | | | | | | | 43.25 |
| 3 [SICK] | | | | | | | | | 152.00 |
| 6 [FH] | | | | | | | | | |
| 205 [POP] | 1[UNUSED] | 35.50 | | 35.50 | | | | | |
| TOTALS | | 35.50 | | 35.50 | | | | | 195.25 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/30/2024

09/23/2024 - 09/29/2024 [7 days]

Report Time: 10:25:15 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 |
|----------------|------------|----------|----------|------------|--------|-------------|
| 09/23/2024 Mon | 205 [POP] | 03:00PM* | 12:30AM* | 9.5000000 | | 9.50 |
| 09/24/2024 Tue | 205 [POP] | 03:00PM* | 06:00PM* | 3.0000000 | | 3.00 |
| 09/25/2024 Wed | 204 [POV] | | | 8.0000000 | | 8.00 |
| 09/26/2024 Thu | 205 [POP] | 04:00PM* | 02:00AM* | 10.0000000 | | 10.00 |
| 09/27/2024 Fri | 205 [POP] | 10:30AM* | 12:30PM* | 2.0000000 | | 2.00 |
| 09/28/2024 Sat | 205 [POP] | 03:00PM* | 01:00AM* | 10.0000000 | | 10.00 |
| 09/29/2024 Sun | 208 [PADJ] | | | 2.0000000 | | 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] | | | | | 43.25 | | 8.00 | | 35.25 |
| 3 [SICK] | | | | | | | | | 152.00 |
| 6 [FH] | | | | | | | | | |
| 204 [POV] | 1[UNUSED] | 8.00 | | 8.00 | | | | | |
| 205 [POP] | 1[UNUSED] | 34.50 | | 34.50 | | | | | |
| 208 [PADJ] | 1[UNUSED] | 2.00 | | 2.00 | | | | | |
| TOTALS | | 44.50 | | 44.50 | 43.25 | | 8.00 | | 187.25 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

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

Report Date: 10/02/2024

Primary Sort By: Employee;DEPT(G2)

Report Time: 10:31:45 AM

09/16/2024 - 09/29/2024 [14 days]

| DEPT (G2) | Paycode | Reg. Hrs | OT-1 | Total Hrs |
|---|-----------|---------------|--------------|----------------|
| Employee: AD001 [PHELAN, LORI L] | | | | |
| AD [General Admin] | 501[TRW] | 55.50 ✓ | 3.50 ✓ | 59.00 |
| AD [General Admin] | 511[CW] | 11.50 ✓ | 0.00 | 11.50 |
| EL [ADMIN-ELECTION] | 551[ECW] | 4.50 ✓ | 0.00 | 4.50 |
| SE [Sewer] | 305[SADW] | 2.25 ✓ | 0.00 | 2.25 |
| WA [Water] | 605[WADW] | 2.25 ✓ | 0.00 | 2.25 |
| AD001 [PHELAN, LORI L] Total: | | 76.00 | 3.50 | 79.50 |
| Employee: AD004 [CUSHMAN, SHYANNE] | | | | |
| DC [Deputy Clerk] | 511[CW] | 46.25 ✓ | 0.00 | 46.25 |
| DC [Deputy Clerk] | 514[CV] | 20.00 ✓ | 0.00 | 20.00 |
| SE [Sewer] | 305[SADW] | 3.00 ✓ | 0.00 | 3.00 |
| WA [Water] | 605[WADW] | 3.00 ✓ | 0.00 | 3.00 |
| AD004 [CUSHMAN, SHYANNE] Total: | | 72.25 | 0.00 | 72.25 |
| Employee: PW003 [JOHNSON, HARRY] | | | | |
| FM [FACILITES MAINTENANCE] | 611[FMW] | 8.75 ✓ | 0.00 | 8.75 |
| PA [Parks] | 101[PAW] | 10.50 ✓ | 0.00 | 10.50 |
| ST [Streets] | 401[STW] | 20.50 ✓ | 0.00 | 20.50 |
| PW003 [JOHNSON, HARRY] Total: | | 39.75 | 0.00 | 39.75 |
| Employee: SP003 [LOSBY, BRADEN] | | | | |
| PA [Parks] | 101[PAW] | 1.00 ✓ | 0.00 | 1.00 |
| SE [Sewer] | 301[SEW] | 41.75 ✓ | 3.50 ✓ | 45.25 |
| ST [Streets] | 401[STW] | 7.00 ✓ | 0.00 | 7.00 |
| WA [Water] | 601[WAW] | 30.25 ✓ | 4.00 ✓ | 34.25 |
| SP003 [LOSBY, BRADEN] Total: | | 80.00 | 7.50 | 87.50 ✓ |
| Grand Totals: | | 268.00 | 11.00 | 279.00 |

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/23/2024

09/16/2024 - 09/22/2024 [7 days]

Report Time: 9:23:12 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 |
|----------------|-----------|---------|----------|-----------|--------|-------------|
| 09/16/2024 Mon | 501 [TRW] | 08:05AM | 12:45PM | 4.7500000 | | 8.00 |
| | 501 [TRW] | 01:19PM | 04:32PM | 3.2500000 | | |
| 09/17/2024 Tue | 501 [TRW] | 07:59AM | 11:57AM | 4.0000000 | | 8.00 |
| | 501 [TRW] | 12:28PM | 04:30PM | 4.0000000 | | |
| 09/18/2024 Wed | 501 [TRW] | 07:59AM | 12:19PM | 4.2500000 | | 7.75 |
| | 501 [TRW] | 12:57PM | 04:30PM* | 3.5000000 | | |
| 09/19/2024 Thu | 501 [TRW] | 08:03AM | 12:00PM | 4.0000000 | | 8.25 |
| | 501 [TRW] | 12:29PM | 04:48PM | 4.2500000 | | |
| 09/20/2024 Fri | 501 [TRW] | 07:58AM | 12:00PM | 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] | | | | | | | | | 57.00 |
| 3 [SICK] | | | | | | | | | 18.25 |
| 6 [FH] | | | | | | | | | 8.00 |
| 501 [TRW] | 1[UNUSED] | 36.00 | | 36.00 | | | | | |
| TOTALS | | 36.00 | | 36.00 | | | | | 83.25 |

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 September 16-20, 2024

Monday

- Print/distribute timesheets
- ✓ • Prepare and mail absentee ballots
- Emails
- Streets/Parks resumes to FC

Tuesday

- Emails
- IRS notice (1 hr)
 - Call IRS
 - Resend missing report
- Terminate insurances - SC
- ✓ • Question to auditor - MHTC rent
- Allocate Timesheets
- ✓ • Utility ACH payments
 - Upload to FSB
 - Post in Utility
 - Interface and post in Acctg
- Calculate payroll

Wednesday

- Emails
- Election Admin (1 hr)
- ✓ • Process payroll/upload to FSB
 - Submit and Pay 941, W-6 and WRS
- Quarterly payroll reports
 - 941, unemployment

Thursday

- VS grant/Vets Mem
 - Flag installation/base/bricks
 - Salt recommendation
- ✓ • Work comp audit reports (3.5 hr)
 - Compile data and reports
 - Upload files
- Emails

Friday

- FC Meeting
 - Draft Minutes 9/13
 - Agenda 9/24
- Bank Deposit

Employee Timecard - LPHELAN-07/27/2015

Report Date: 10/02/2024

09/23/2024 - 09/29/2024 [7 days]

Report Time: 9:19:29 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 |
|----------------|-----------|----------|----------|-----------|-----------|-------------|
| 09/23/2024 Mon | 501 [TRW] | 07:57AM | 12:58PM | 5.0000000 | | |
| | 501 [TRW] | 01:30PM | 04:30PM | 3.0000000 | | 8.00 |
| 09/24/2024 Tue | 501 [TRW] | 07:58AM | 01:01PM | 5.0000000 | | |
| | 501 [TRW] | 01:31PM | 04:36PM | 3.0000000 | | 8.00 |
| 09/25/2024 Wed | 501 [TRW] | 07:54AM | 12:13PM | 4.2500000 | | |
| | 501 [TRW] | 12:45PM | 04:50PM | 4.0000000 | | 8.25 |
| 09/26/2024 Thu | 501 [TRW] | 07:58AM | 01:15PM* | 5.2500000 | | |
| | 501 [TRW] | 01:45PM* | 04:40PM | 3.0000000 | | 8.25 |
| 09/28/2024 Sat | 501 [TRW] | 12:15PM* | 03:51PM | 3.5000000 | | |
| | 501 [TRW] | 06:34PM | 10:02PM | 3.5000000 | | 7.00 |
| 09/29/2024 Sun | 501 [TRW] | 11:40AM | 03:39PM | 0.5000000 | 3.5000000 | 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] | | | | | | | | | 57.00 |
| 3 [SICK] | | | | | | | | | 18.25 |
| 6 [FH] | | | | | | | | | 8.00 |
| 501 [TRW] | 1[UNUSED] | 40.00 | 3.50 | 43.50 | | | | | |
| TOTALS | | 40.00 | 3.50 | 43.50 | | | | | 83.25 |

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 September 23-29, 2024

Monday

- ✓ • Print/distribute timesheets (30 min)
- ✓ • Workers Compensation audit review (1 hr)
- Budget items and workbook (6.5 hrs)

Tuesday

- ✓ • Meet with Dennis (3 hrs)
 - Move server
 - Remove old computer
 - Beacon files
 - Dropbox
- ✓ • Utilities (2.5 hrs)
 - Water/Radium Public Notice
 - Billing w/SC
 - Export from Beacon
 - Calculate/print bills
- ✓ • Budget Workbook (2.5 hrs)

Wednesday

- Utilities (2 hrs)
 - ✓ ○ Receipting
 - Final bill
 - SAL
- Veteran's bricks
- ✓ • Election Admin (30 min)
- ✓ • Finance Committee Minutes
- 2025 Budget

Thursday

- Dropbox issue with Dennis
- ✓ • 2025 Budget
- ✓ • Bank Deposit
- Budget Workshop Meeting Agenda

Friday

- ~~Vacation 4 hrs~~ Off

Saturday (from home)

- ✓ • Dropbox file clean-up (1 hr)
- ✓ • Plan Commission Hearing & Meeting Agendas (1.5 hrs)
- 2025 Insurance comps (4.5 hrs)

Sunday

- ✓ • 2025 Budget work In office (4 hrs)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/23/2024

09/16/2024 - 09/22/2024 [7 days]

Report Time: 9:47:41 AM

AD004 [CUSHMAN, SHYANNE]

| | | | | | |
|-------------|-------|-----------|---------|------------|---------|
| Employee ID | AD004 | DEPT(G2) | DC | Pay Policy | 550 |
| Pay Type | 3 | Last Name | CUSHMAN | First Name | SHYANNE |

Time Card

| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
|----------------|----------|---------|---------|-----------|--------|-------------|
| 09/16/2024 Mon | 511 [CW] | 07:59AM | 12:09PM | 4.2500000 | | 8.00 |
| | 511 [CW] | 12:40PM | 04:30PM | 3.7500000 | | |
| 09/17/2024 Tue | 511 [CW] | 08:02AM | 12:56PM | 5.0000000 | | 8.00 |
| | 511 [CW] | 01:27PM | 04:30PM | 3.0000000 | | |
| 09/18/2024 Wed | 511 [CW] | 07:59AM | 01:17PM | 5.2500000 | | 8.00 |
| | 511 [CW] | 01:51PM | 04:30PM | 2.7500000 | | |
| 09/19/2024 Thu | 514 [CV] | | | 8.0000000 | | 8.00 |
| 09/20/2024 Fri | 514 [CV] | | | 4.0000000 | | 4.00 |

Summary - AD004 [CUSHMAN, SHYANNE]

| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Accrual | | | | |
|---------------|-----------|--------------|------------|--------------|--------------|--------|--------------|--------|--------------|
| | | | | | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | | 82.50 | | 12.00 | | 70.50 |
| 3 [SICK] | | | | | | | | | 12.00 |
| 6 [FH] | | | | | | | | | 8.00 |
| 511 [CW] | 1[UNUSED] | 24.00 | | 24.00 | | | | | |
| 514 [CV] | 1[UNUSED] | 12.00 | | 12.00 | | | | | |
| TOTALS | | 36.00 | | 36.00 | 82.50 | | 12.00 | | 90.50 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Shyanne Time Distribution September 16-20

Monday

- Utility (30 min)
- Social Posts
- ✓ • Veterans Memorial
- Tax Receipts
- Library Updates

Tuesday

- Utility (30 min)
- Social Posts
- ✓ • Veterans Memorial
- Park & Rec Planning/Meeting
- Cleaning / Organizing / SOP Documents / Binders

Wednesday

- Utility (15 min)
- ✓ • Cleaning / Organizing / SOP Documents / Binders
- Veterans Memorial
- Social Posts

Thursday (DAY OFF)

Friday (DAY OFF)

Employee Timecard - LPHELAN-07/27/2015

09/23/2024 - 09/29/2024 [7 days]

| | | | | | |
|--------------------------|--|-----------|--|------------|--|
| AD004 [CUSHMAN, SHYANNE] | | | | | |
| Employee ID | | DEPT(G2) | | Pay Policy | |
| AD004 | | DC | | 550 | |
| Pay Type | | Last Name | | First Name | |
| 3 | | CUSHMAN | | SHYANNE | |

| | | | | | | |
|----------------|----------|----------|----------|-----------|--------|-------------|
| Time Card | | | | | | |
| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
| 09/23/2024 Mon | 511 [CW] | 08:00AM | 12:12PM | 4.2500000 | | 8.00 |
| | 511 [CW] | 12:43PM | 04:30PM | 3.7500000 | | |
| 09/24/2024 Tue | 511 [CW] | 08:01AM | 12:08PM | 4.2500000 | | 8.25 |
| | 511 [CW] | 12:39PM | 04:01PM | 3.2500000 | | |
| | 511 [CW] | 05:30PM* | 06:15PM* | 0.7500000 | | |
| 09/25/2024 Wed | 514 [CV] | | | 8.0000000 | | 8.00 |
| 09/26/2024 Thu | 511 [CW] | 08:00AM | 12:15PM | 4.2500000 | | 8.00 |
| | 511 [CW] | 12:47PM | 04:30PM | 3.7500000 | | |
| 09/27/2024 Fri | 511 [CW] | 08:02AM | 12:00PM | 4.0000000 | | 4.00 |

| | | | | | | | | | |
|------------------------------------|-----------|---------|------------|-----------|-----------|--------|------|--------|-----------|
| Summary - AD004 [CUSHMAN, SHYANNE] | | | | | | | | | |
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Accrual | | | | |
| | | | | | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | | 70.50 | | 8.00 | | 62.50 |
| 3 [SICK] | | | | | | | | | 12.00 |
| 6 [FH] | | | | | | | | | 8.00 |
| 511 [CW] | 1[UNUSED] | 28.25 | | 28.25 | | | | | |
| 514 [CV] | 1[UNUSED] | 8.00 | | 8.00 | | | | | |
| TOTALS | | 36.25 | | 36.25 | 70.50 | | 8.00 | | 82.50 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Shyanne Time Distribution September ²³⁻²⁷~~16-20~~

Monday

- Utility (30 min)
- Social Posts
- Veterans Memorial
- Tax Receipts - *redundant ??*
- Library Updates

Tuesday

- Utility (3 hours 30 min)
- Social Posts
- Veterans Memorial
- Park & Rec Planning/Meeting
- Cleaning / Organizing / SOP Documents / Binders

Wednesday (DAY OFF)

Thursday

- Utility (45 min)
- Veterans Memorial
- Social Posts
- Halloween Boo Bash

Friday

- Utility (15 min)
- Veterans Memorial
- Social Posts

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/23/2024

09/16/2024 - 09/22/2024 [7 days]

Report Time: 9:23:12 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 |
|----------------|-----------|---------|---------|-----------|--------|-------------|
| 09/16/2024 Mon | 401 [STW] | 08:13AM | 12:24PM | 4.2500000 | | 4.25 |
| 09/17/2024 Tue | 401 [STW] | 08:07AM | 12:07PM | 4.0000000 | | 4.00 |
| 09/18/2024 Wed | 401 [STW] | 08:04AM | 12:15PM | 4.2500000 | | 4.25 |
| 09/19/2024 Thu | 401 [STW] | 08:06AM | 12:47PM | 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] | 17.25 | | 17.25 | | | | | |

TOTALS

17.25

17.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*

Employee Signature

x _____

Supervisor Signature

Mon 9/16 Mowed Cemetery, Parking area behind Ballpark
 cleaned grass from mower & mower deck
 Tues 9/17 Emptied recycling at RCC, Filled cracks
 and holes in streets
 Wed 9/18 cleaned bathrooms and kitchen at RCC
 Thurs 9/19 Moped floors at RCC, Washed vehicles

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/30/2024

09/23/2024 - 09/29/2024 [7 days]

Report Time: 10:25:15 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 |
|----------------|-----------|---------|---------|-----------|--------|-------------|
| 09/23/2024 Mon | 401 [STW] | 08:09AM | 12:32PM | 4.2500000 | | 4.25 |
| 09/24/2024 Tue | 401 [STW] | 08:11AM | 01:19PM | 5.0000000 | | 5.00 |
| 09/25/2024 Wed | 401 [STW] | 08:13AM | 01:17PM | 5.0000000 | | 5.00 |
| 09/26/2024 Thu | 401 [STW] | 09:38AM | 02:25PM | 4.7500000 | | 4.75 |
| 09/27/2024 Fri | 401 [STW] | 08:09AM | 11:45AM | 3.5000000 | | 3.50 |

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] | 22.50 | | 22.50 | | | | | |

TOTALS

22.50

22.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 9/23 cleaned up park, Replaced Toilet in Shop Bathroom
Mowed RCC lawn & Shop lawn
Tue 9/24 Checked Terry Johnson's drive way for walk out
Mowed green shed, Volley Ball area, across from church
Part of Park, playground
Wed 9/25 Mowed along HHH, Both ball fields, part of park
outside of ball park fences
Thurs 9/26 Mowed across from Badger Mart & Next to Badger
Mart, corner of 18/151 & HHH, Park parking area, Depot
dragged both ball fields
Fri 9/27 stocked bath rooms at RCC, cleaned sidewalk at Memorial
Mowed behind RCC & outside of dog park

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/23/2024

09/16/2024 - 09/22/2024 [7 days]

Report Time: 9:23:12 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 |
|----------------|-----------|---------|----------|-----------|-----------|-------------|
| 09/16/2024 Mon | 301 [SEW] | 06:56AM | 12:06PM | 5.0000000 | | |
| | 301 [SEW] | 12:46PM | 03:30PM | 2.7500000 | | 7.75 |
| 09/17/2024 Tue | 301 [SEW] | 06:55AM | 11:48AM | 4.7500000 | | |
| | 301 [SEW] | 12:26PM | 03:35PM | 3.0000000 | | 7.75 |
| 09/18/2024 Wed | 301 [SEW] | 06:56AM | 12:00PM | 5.0000000 | | |
| | 301 [SEW] | 12:41PM | 03:27PM | 2.7500000 | | 7.75 |
| 09/19/2024 Thu | 301 [SEW] | 06:58AM | 11:50AM | 4.7500000 | | |
| | 301 [SEW] | 12:27PM | 04:25PM | 4.0000000 | | 8.75 |
| 09/20/2024 Fri | 301 [SEW] | 06:57AM | 02:31PM | 7.5000000 | | 7.50 |
| 09/21/2024 Sat | 301 [SEW] | 11:07AM | 01:07PM* | 0.5000000 | 1.5000000 | 2.00 |
| 09/22/2024 Sun | 601 [WAW] | 10:48AM | 12:48PM* | | 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] | | | | | | | | | 41.75 |
| 6 [FH] | | | | | | | | | 8.00 |
| 7 [BREV] | | | | | | | | | |
| 301 [SEW] | 1[UNUSED] | 40.00 | 1.50 | 41.50 | | | | | |
| 601 [WAW] | 1[UNUSED] | | 2.00 | 2.00 | | | | | |

| | | | | | | | | | |
|---------------|--|--------------|-------------|--------------|--|--|--|--|--------------|
| TOTALS | | 40.00 | 3.50 | 43.50 | | | | | 96.00 |
|---------------|--|--------------|-------------|--------------|--|--|--|--|--------------|

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL

Employee Signature

X _____

Supervisor Signature

Monday Sep 16 2024:

Daily rounds. – 2 hours – Water/Sewer

Replacing battery in speed sign. – 2 hours

✓ Cleaning skimmers and screen. – 3 hours

Looking at veterans memorial project. – 1 hour

Tuesday Sep 17 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Wastewater report. – 3 hours

Looking into phaser street ratings. – 3 hours

Wednesday Sep 18 2024:

Daily rounds. – 2 hours – Water/Sewer

Cleaning skimmers and screen. – 3 hours

✓ Dealing with phosphorus issue. – 2 hours

Lead service inventory. – 1 hour

Thursday Sep 19 2024:

Daily rounds. – 2 hours

Dealing with well 1 abandonment agreement. – 2 hours

✓ Working on speed board. – 2 hours

Lead service inventory. – 3 hours

Friday Sep 20 2024:

Daily rounds. – 2 hours

✓ Scrubbing clarifiers. – 2 hours

Lead service inventory. – 3.5 hours

EMS call. – 0.5 hours

Saturday Sep 21 2024:

✓ Weekend rounds. – 2 hours

Sunday Sep 22 2024:

✓ Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 09/30/2024

09/23/2024 - 09/29/2024 [7 days]

Report Time: 10:25:15 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 |
|----------------|-----------|----------|----------|-----------|-----------|-------------|
| 09/23/2024 Mon | 301 [SEW] | 06:54AM | 12:13PM* | 5.2500000 | | 8.00 |
| | 301 [SEW] | 12:58PM* | 03:50PM* | 2.7500000 | | |
| 09/24/2024 Tue | 301 [SEW] | 06:56AM | 11:53AM | 5.0000000 | | 9.25 |
| | 301 [SEW] | 12:32PM | 03:58PM | 3.5000000 | | |
| | 301 [SEW] | 05:00PM | 05:39PM | 0.7500000 | | |
| 09/25/2024 Wed | 301 [SEW] | 06:57AM | 12:00PM | 5.0000000 | | 7.75 |
| | 301 [SEW] | 12:45PM | 03:29PM | 2.7500000 | | |
| 09/26/2024 Thu | 301 [SEW] | 06:58AM | 12:12PM | 5.2500000 | | 8.00 |
| | 301 [SEW] | 12:49PM | 03:37PM | 2.7500000 | | |
| 09/27/2024 Fri | 301 [SEW] | 06:51AM | 01:51PM | 7.0000000 | | 7.00 |
| 09/28/2024 Sat | 301 [SEW] | 07:25AM | 09:25AM* | | 2.0000000 | 2.00 |
| 09/29/2024 Sun | 601 [WAW] | 08:11AM | 10:11AM* | | 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] | | | | | | | | | 41.75 |
| 6 [FH] | | | | | | | | | 8.00 |
| 7 [BREV] | | | | | | | | | |
| 301 [SEW] | 1[UNUSED] | 40.00 | 2.00 | 42.00 | | | | | |
| 601 [WAW] | 1[UNUSED] | | 2.00 | 2.00 | | | | | |
| TOTALS | | 40.00 | 4.00 | 44.00 | | | | | 96.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BC

Employee Signature

x _____

Supervisor Signature

Weekly Work Log Sep 23 – Sep 29 2024

Braden Losby

Monday Sep 23 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Meter reads. – 4.5 hours

Cleaning skimmers and screen. – 2 hours

Tuesday Sep 24 2024:

Daily rounds. – 2 hours – Water/Sewer

Working on meters at main st property. – 2 hours

Putting dumpster back in screen room. – 1 hour

✓ Dealing with heater issue in screen room. – 2 hours

Attempting to find curb box on property. – 1 hour

Lead service inventory. – 1 hour

Meeting at veteran's memorial. – 0.75 hours

Wednesday Sep 25 2024:

Daily rounds. – 2 hours – Water/Sewer

✓ Cleaning skimmers and screen. – 2 hours

Working on selector tank. – 4 hours

Thursday Sep 26 2024:

Daily rounds. – 2 hours

✓ Meter replacement. – 2 hours

Decanting sludge tank. – 2 hours

Lead service inventory. – 2 hours

Friday Sep 27 2024:

Daily rounds. – 2 hours

✓ Cleaning clarifiers. – 3 hours

Working on selector tank. – 1 hour

✓ **Saturday Sep 28 2024:** Weekend rounds. – 2 hours

✓ **Sunday Sep 29 2024:** Weekend rounds. – 2 hours

Mike Phelan

9-24-8:30-11:00-2 1/2

9-25-8:30-12:30-4

9-26-8:30-4:00-7 1/2

9-27-8:30-11:30-3

Total-17

35 hrs

6000 Accels 21 hrs

4000 paks 14 hrs

Mike Phelan

9-16-8:30-12:30-4

9-17-8:30-12:00-3 1/2

9-18-8:30-12:00-3 1/2

9-20-8:30-12:30-4

9-21-8:30-11:30-3

Total-18