

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

Report Date: 03/03/2025

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

Report Time: 4:30:19 PM

02/17/2025 - 03/02/2025 [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	Reg Hours	Total Hrs
<b>LOC: 1 [Village of Ridgeway]</b>											
<b>DEPT: PD [Police]</b>											
GORHAM, MICHAEL [PD011]			88.00	-8.00						5.00	85.00
<b>PD [Police] Total:</b>		0.00	88.00	-8.00	0.00	0.00	0.00	0.00		5.00	85.00
<b>Head Count:</b>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		0.00	88.00	-8.00	0.00	0.00	0.00	0.00		5.00	85.00
<b>Head Count:</b>											<b>1</b>
<b>Grand Total:</b>		0.00	88.00	-8.00	0.00	0.00	0.00	0.00		5.00	85.00
<b>Head Count:</b>											<b>1</b>

**END OF REPORT****Summary Report.TA - LPHELAN-09/01/2016**

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

Report Date: 02/24/2025

02/17/2025 - 02/23/2025 [7 days]

Report Time: 8:02:03 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
02/17/2025 Mon	205 [POP]	11:00AM*	12:30AM*	13.5000000		13.50
02/18/2025 Tue	205 [POP]	06:00PM*	12:30AM*	6.5000000		6.50
02/19/2025 Wed	205 [POP]	07:00PM*	12:00AM*	5.0000000		5.00
02/20/2025 Thu	206 [POG]	01:00PM*	06:00PM*	5.0000000		
	205 [POP]	06:00PM*	11:00PM*	5.0000000		10.00
02/22/2025 Sat	205 [POP]	04:39PM*	12:45AM*	8.0000000		8.00

## Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.25
3 [SICK]									138.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	38.00		38.00					
206 [POG]	1[UNUSED]	5.00		5.00					
<b>TOTALS</b>		<b>43.00</b>		<b>43.00</b>					<b>306.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

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

Report Date: 03/03/2025

02/24/2025 - 03/02/2025 [7 days]

Report Time: 8:03:31 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
02/24/2025 Mon	205 [POP]	08:00AM*	04:00PM*	8.0000000		
	205 [POP]	05:00PM*	06:30PM*	1.5000000		9.50
02/25/2025 Tue	205 [POP]	08:00AM*	03:30PM*	7.5000000		
	205 [POP]	04:00PM*	06:00PM*	2.0000000		9.50
02/26/2025 Wed	205 [POP]	08:00AM*	03:30PM*	7.5000000		7.50
02/27/2025 Thu	205 [POP]	08:00AM*	03:30PM*	7.5000000		
	205 [POP]	05:00PM*	08:00PM*	3.0000000		10.50
02/28/2025 Fri	205 [POP]	08:00AM*	12:00PM*	4.0000000		
	205 [POP]	02:00PM*	11:00PM*	9.0000000		13.00
03/02/2025 Sun	208 [PADJ]			-8.0000000		-8.00

## Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.25
3 [SICK]					138.00	4.00			142.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	50.00		50.00					
208 [PADJ]	1[UNUSED]	-8.00		-8.00					

<b>TOTALS</b>	<b>42.00</b>	<b>42.00</b>	<b>138.00</b>	<b>4.00</b>	<b>310.25</b>
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x  3/3/2025

Employee Signature

x \_\_\_\_\_

Supervisor Signature

40 hrs of LPO Training - 2nd week



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

Report Date: 03/03/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:10:16 PM

02/17/2025 - 03/02/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	46.50	0.00	46.50
AD [General Admin]	511[CW]	13.25	0.00	13.25
EL [ADMIN-ELECTION]	551[ECW]	8.50	0.00	8.50
SE [Sewer]	305[SADW]	2.00	0.00	2.00
WA [Water]	605[WADW]	4.50	0.00	4.50
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>74.75</b>	<b>0.00</b>	<b>74.75</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	50.75	0.00	50.75
PA [Parks]	101[PAW]	11.00	0.00	11.00
SE [Sewer]	305[SADW]	6.25	0.00	6.25
WA [Water]	605[WADW]	5.50	0.00	5.50
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>73.50</b>	<b>0.00</b>	<b>73.50</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	401[STW]	22.00	0.00	22.00
SP [Streets Plowing]	401[STW]	4.00	0.00	4.00
ST [Streets]	401[STW]	11.25	0.00	11.25
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>37.25</b>	<b>0.00</b>	<b>37.25</b>
<b>Employee: PW006 [DOESCHER, JERRY]</b>				
SE [Sewer]	301[SEW]	19.50	0.00	19.50
WA [Water]	601[WAW]	10.25	0.00	10.25
<b>PW006 [DOESCHER, JERRY] Total:</b>		<b>29.75</b>	<b>0.00</b>	<b>29.75</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	3.50	2.00	5.50
SE [Sewer]	301[SEW]	1.75	0.00	1.75
SP [Streets Plowing]	401[STW]	31.00	0.00	31.00
ST [Streets]	401[STW]	40.00	0.00	40.00
WA [Water]	601[WAW]	3.75	0.00	3.75
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>80.00</b>	<b>2.00</b>	<b>82.00</b>
<b>Grand Totals:</b>		<b>295.25</b>	<b>2.00</b>	<b>297.25</b>

END OF REPORT

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

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

Report Date: 02/24/2025

02/17/2025 - 02/23/2025 [7 days]

Report Time: 8:02:03 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
02/17/2025 Mon	501 [TRW]	07:58AM	12:32PM	4.5000000		
	501 [TRW]	01:32PM	05:15PM	3.7500000		8.25
02/18/2025 Tue	501 [TRW]	06:13AM	12:39PM	6.5000000		
	501 [TRW]	01:30PM	09:27PM	8.0000000		14.50
02/19/2025 Wed	501 [TRW]	08:05AM	01:20PM	5.2500000		
	511 [CW]	04:30PM*	06:30PM*	2.0000000		7.25
02/20/2025 Thu	501 [TRW]	07:59AM	12:39PM	4.7500000		
	501 [TRW]	01:14PM	04:30PM	3.2500000		8.00

## Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									175.50
3 [SICK]									38.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.00		36.00					
511 [CW]	1[UNUSED]	2.00		2.00					
<b>TOTALS</b>		<b>38.00</b>		<b>38.00</b>					<b>221.75</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 February 17-23, 2025

**Monday**

- Timesheets
  - Distribution
  - Allocations
- Deputy Clerk Emails
- Send Utility ACH files to FSB
- Set up room for election

**Tuesday**

- Process payroll
- Submit/pay
  - Payroll taxes
  - Retirement
- New employee - received and entered
  - Payroll info
  - Enrollment forms
- Utility receipts (30 min)
- HeyGov 311
- Election (4.5 hrs)
  - Post results

**Wednesday**

- Deliver election results/info to county
- Prepare bank deposit
- Utility (3 hr)
  - Water main break (2 hrs)

**Thursday**

- Social post water main break (30 min)
- Utility receipts (30 min)
- Election Admin (1 hr)
- Prepare receipts and bank deposit (remote)

**Friday**

- OFF

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

Report Date: 02/24/2025

02/17/2025 - 02/23/2025 [7 days]

Report Time: 8:02:03 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
02/17/2025 Mon	701 [ADSW]	07:56AM	01:48PM	5.7500000		
	701 [ADSW]	02:20PM	04:39PM	2.5000000		8.25
02/18/2025 Tue	701 [ADSW]	08:00AM	01:32PM	5.5000000		
	701 [ADSW]	02:03PM	04:29PM	2.5000000		8.00
02/19/2025 Wed	701 [ADSW]	07:51AM	12:27PM	4.7500000		
	701 [ADSW]	12:59PM	04:38PM	3.7500000		8.50
02/20/2025 Thu	701 [ADSW]	07:48AM	01:54PM	6.2500000		
	701 [ADSW]	03:02PM	04:29PM	1.5000000		7.75
02/21/2025 Fri	701 [ADSW]	07:51AM	11:58AM	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
3 [SICK]									4.00
701 [ADSW]	1[UNUSED]	36.75		36.75					
<b>TOTALS</b>		<b>36.75</b>		<b>36.75</b>					<b>4.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

  
Employee Signature

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



Week of Feb 17 – Feb 21

Monday -

- Utility payments (.5)
- Worked on library posts
- Assisted customers
- HH donor list
- Library meeting

Tuesday -

- assisted customers
- library book of the week
- Utility payments (.5 hr)
- Worked on agenda

Wednesday -

- Worked on ideas to promote farmers market
- Utility payments (1.5 hr)
- Mailing labels for HH

Thurs -

- Utility pymts (.25 hr)
- Spent time in library
- Met w/ Michele
- Water main break

Fri -

- Admin tasks
- Utility pymts (.5 hr)
- Lots of customer calls
- FB post



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

Report Date: 02/24/2025

02/17/2025 - 02/23/2025 [7 days]

Report Time: 8:02:03 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
02/17/2025 Mon	401 [STW]	08:21AM	12:11PM	4.0000000		4.00
02/18/2025 Tue	401 [STW]	08:20AM	12:44PM	4.5000000		4.50
02/19/2025 Wed	401 [STW]	08:18AM	12:16PM	4.0000000		4.00
02/20/2025 Thu	401 [STW]	08:06AM	12:22PM	4.2500000		4.25
02/21/2025 Fri	401 [STW]	08:13AM	12:18PM	4.0000000		4.00

## 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]	20.75		20.75					

## TOTALS

20.75

20.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

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

Mon 2/17 Plowed snow, put up pickle ball net  
 Tues 2/18 Worked at RCC  
 Wed 2/19 cleaned board room + moped floors  
 Thurs 2/20 checked water main break, fixed ~~water~~ tire chain  
 for Peter built, cleaned curb drains  
 Fri 2/21 worked at RCC

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

Report Date: 02/24/2025

02/17/2025 - 02/23/2025 [7 days]

Report Time: 8:06:33 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
02/17/2025 Mon	401 [STW]	07:00AM	12:45PM	5.7500000		
	401 [STW]	01:15PM	03:30PM	2.2500000		8.00
02/18/2025 Tue	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
02/19/2025 Wed	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
02/20/2025 Thu	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
02/21/2025 Fri	401 [STW]	07:00AM	12:40PM	5.7500000		
	401 [STW]	01:10PM	03:30PM	2.2500000		8.00
02/23/2025 Sun	401 [STW]	12:00PM*	02:00PM*		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
3 [SICK]									4.00
401 [STW]	1[UNUSED]	40.00	2.00	42.00					
<b>TOTALS</b>		<b>40.00</b>	<b>2.00</b>	<b>42.00</b>					<b>4.00</b>


I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature



Monday Feb. 17th 2025

Cleaned up snow on Main St. – 4 hours

Cleaned up the green parking lot – 2 hours

Washed skid steer – 2 hours

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Tuesday Feb. 18<sup>th</sup> 2025

Cleaned up snow from sidewalks – 5 hours

Fixed skid steer light – 1 hour

Moved snow pile between ayers and porkys – 2 hours

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Wednesday Feb. 19<sup>th</sup> 2025

Meter reading and took out dumpster at sewer plant – 1 hour

Cleared snow at green shed – 2 hours

Cleared snow on Main St. across from Ayers – 2.5 hours

Cleared snow from sewer plant – 2.5 hours

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Thursday Feb. 20<sup>th</sup> 2025

Checked all garbage – 1 hour

Put tire chain for big plow truck back together – 2.5 hours

Took water samples to Lancaster – 2.5 hours

Cleared snow from storm drains 2 hours

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Friday Feb. 21st 2025

Cleaned snow from curbs and storm drains – 7.5 hours

Swept shop floor - .5 hours



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

Report Date: 03/03/2025

02/24/2025 - 03/02/2025 [7 days]

Report Time: 8:03:31 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
02/24/2025 Mon	501 [TRW]	08:00AM	01:26PM	5.5000000		
	501 [TRW]	02:02PM	04:36PM	2.5000000		8.00
02/25/2025 Tue	501 [TRW]	07:59AM	12:56PM	5.0000000		
	501 [TRW]	01:26PM	04:30PM	3.0000000		8.00
02/26/2025 Wed	501 [TRW]	07:53AM	12:43PM	4.7500000		
	501 [TRW]	01:11PM	04:46PM	3.5000000		8.25
02/27/2025 Thu	501 [TRW]	08:03AM	02:28PM	6.5000000		
	501 [TRW]	02:54PM	04:42PM	1.7500000		8.25
02/28/2025 Fri	501 [TRW]	08:01AM	12:16PM	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]									175.50
3 [SICK]					38.25	4.00			42.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	36.75		36.75					
<b>TOTALS</b>		<b>36.75</b>		<b>36.75</b>	<b>38.25</b>	<b>4.00</b>			<b>225.75</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 February 24-March 2, 2025

**Monday**

- Onboarding Kevin, with Dennis
- Utility
  - Receipts
  - Move in/out with MR
  - Monthly read rec'd
- Audit prep

**Tuesday**

- Remote Audit
  - Upload files/reports
- Onboarding Jerry w/Dennis
- Draft Resolution 2025-01
- Prepare agenda special BOT meeting

**Wednesday**

- Auditor on site (all day)
- DNR Grant
  - Research
  - Call with Cheryl
  - Submission
- Troubleshoot Municode Meetings/website with support

**Thursday**

- Auditor on site
- Remote deposit
- DNR Grant revised reimbursement request

**Friday**

- PSC customer data to auditors
- Move 2024 files for retention
- Order new phone for PWD
- Enter CC purchases

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

Report Date: 03/03/2025

02/24/2025 - 03/02/2025 [7 days]

Report Time: 8:03:31 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
02/24/2025 Mon	701 [ADSW]	07:53AM	01:59PM	6.0000000		
	701 [ADSW]	02:33PM	04:30PM	2.0000000		8.00
02/25/2025 Tue	701 [ADSW]	07:51AM	01:40PM	6.0000000		
	701 [ADSW]	02:18PM*	04:32PM*	2.2500000		8.25
02/26/2025 Wed	701 [ADSW]	07:59AM	01:12PM	5.2500000		
	701 [ADSW]	03:10PM	04:32PM	1.2500000		6.50
02/27/2025 Thu	701 [ADSW]	07:55AM	01:05PM	5.0000000		
	701 [ADSW]	02:20PM	04:29PM	2.2500000		7.25
02/28/2025 Fri	701 [ADSW]	07:51AM	11:59AM	4.2500000		
	701 [ADSW]	05:11PM	07:43PM	2.5000000		6.75

## Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]					4.00	4.00			8.00
701 [ADSW]	1[UNUSED]	36.75		36.75					
<b>TOTALS</b>		<b>36.75</b>		<b>36.75</b>	<b>4.00</b>	<b>4.00</b>			<b>8.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x   
Employee Signature

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

Week of Feb 17 – Feb 21

Monday -

- Utility payments/billing (3)
- Spent time in library
- Admin/Assist customers

Tuesday -

- assisted customers
- library book of the week
- Dog park jars
- Utility payments (4 hr)
- Updated agenda

Wednesday -

- Worked on ideas to promote farmers market
- Utility payments (1.5 hr)
- Labels for dog jars
- Preset community room
- FB posts to promote move/farm market
- Park & Rec meeting agenda

Thurs -

- Utility pymts (.25 hr)
- Spent time in library
- Worked on grant search
- Met with auditor
- Set up for movie night

Fri -

- Admin tasks
- Utility pymts (.25 hr)
- Girls on the Run
- FB posting
- Movie night

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

Report Date: 03/03/2025

02/24/2025 - 03/02/2025 [7 days]

Report Time: 8:03:31 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
02/25/2025 Tue	401 [STW]	08:04AM	12:08PM	4.2500000		4.25
02/26/2025 Wed	401 [STW]	08:01AM	12:02PM	4.0000000		4.00
02/27/2025 Thu	401 [STW]	08:11AM	12:13PM	4.0000000		4.00
02/28/2025 Fri	401 [STW]	08:00AM	12:13PM	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]	16.50		16.50					

<b>TOTALS</b>		<b>16.50</b>		<b>16.50</b>					
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

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

Tues 2/25 Took F-550 to FillBack, put away tables and chairs in MT room

Wed 2/26 Picked up F-550 from Fillback, put tires down on Peterbilt

Thurs 2/27 Helped with movie projector, Moped MT room and Womens bathroom

Fri 2/28 sweep gym floor, put down gym mats, Moped hallway floors, emptied garbage



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

Report Date: 03/03/2025

02/24/2025 - 03/02/2025 [7 days]

Report Time: 8:03:31 AM

## PW006 [DOESCHER, JERRY]

Employee ID	PW006	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	DOESCHER	First Name	JERRY

## Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
02/24/2025 Mon	301 [SEW]	06:30AM*	03:00PM*	8.5000000		8.50
02/25/2025 Tue	301 [SEW]	06:11AM	02:15PM	8.0000000		8.00
02/26/2025 Wed	301 [SEW]	05:59AM	02:02PM	8.0000000		8.00
02/27/2025 Thu	301 [SEW]	05:54AM	11:20AM	5.2500000		5.25

## Summary - PW006 [DOESCHER, JERRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]						4.00			4.00
301 [SEW]	1[UNUSED]	29.75		29.75					
<b>TOTALS</b>		<b>29.75</b>		<b>29.75</b>		<b>4.00</b>			<b>4.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

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

Report Date: 03/03/2025

02/24/2025 - 03/02/2025 [7 days]

Report Time: 8:03:31 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
02/24/2025 Mon	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
02/25/2025 Tue	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
02/26/2025 Wed	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
02/27/2025 Thu	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
02/28/2025 Fri	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		

## Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]					4.00	4.00			8.00
401 [STW]	1[UNUSED]	40.00		40.00					
<b>TOTALS</b>		<b>40.00</b>		<b>40.00</b>	<b>4.00</b>	<b>4.00</b>			<b>8.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

Monday Feb. 24th 2025

Met with Dennis – 2 hours

Greased all equipment – 2 hours

Meter reading – 2 hours

Parts run – 1 hour

Picked up brush – 1 hour

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Tuesday Feb. 25<sup>th</sup> 2025

Parts run – 1.5 hours

Took plow truck to Fillback Ford – 2 hours

Fixed plow blade on big truck – 3.5 hours

Changed all garbage – 1 hour

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Wednesday Feb. 26<sup>th</sup> 2025

Fixed and put tire chains back on big plow truck – 3 hours

Picked up little plow truck from Fillback – 2 hours

Put tables away at community center – 1 hour

Washed plow truck – 2 hours

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Thursday Feb. 27<sup>th</sup> 2025

Salted slick spots – 1 hour

Finished setting up for movie night – 2.5 hours

Picked up brush – 2 hours

Cleaned up gravel pile on Hughitt St. – 1 hour

Washed skid steer -1.5 hours

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Friday Feb. 28th 2025

Farm N Fleet run – 1.5 hours

Rolled out mats for famers market – 1.5 hours

Changed oil in little plow truck – 2.5 hours



Pushed back brush pile – 2.5 hours

# Work log hours for timesheet allocations per 2025 budget

Reg OT

Lori  work hours  74.75 0 0 0 0 74.75

Department	Percentage	Vacation	Holiday	Sick
C/T	90.000%	67.275	0	
SewerAdm	5.000%	3.7375	0	
WaterAdm	5.000%	3.7375	0	

Marj  work hours  73.50 0.00 0 0 0 73.5


Percentage	Vacation	Holiday	Sick
Admin Services	50.000%	36.750	0.000
SewerAdm	7.500%	5.513	0.000
WaterAdm	7.500%	5.513	0.000
Park Wages	35.000%	25.725	0.000

Harry work hours  37.25

Percentage	Vacation	Holiday	Sick
Park	30.000%	11.175	0
Street	35.000%	13.0375	0
FacMaint	35.000%	13.0375	0

Jerry Doescher work hours  29.75 0 0 0 29.75

Percentage	Vacation	Holiday	Sick
Streets	10.000%	2.975	0
Sewer	70.000%	20.825	0
Water	20.000%	5.95	0

Kevin work hours  80 2 0 0 0 82

Percentage	Vacation	Holiday	Sick
Park	20.000%	16	0
Sewer	10.000%	8	0
Water	10.000%	8	0
Streets	60.000%	48	2





Lori Phelan <clerk@ridgewaywi.gov>

## Hours

1 message

**Braden Losby** <bradenlosby@yahoo.com>

Wed, Feb 26, 2025 at 12:28 PM

To: Lori Phelan <clerk@ridgewaywi.gov>

2-19-25 2 hours water main

2-22-24 2 hours weekend rounds

2-23-24 5.5 hours weekend rounds and training Jerry and helping set up for movie.

9.5

Sent from Yahoo Mail for iPhone

6.5 Water

7.0 Sewer

3/1 Rounds 2.0

3/2 Rounds 2.0  
4.0