

Summary Report.TA - No distribution

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

12/08/2025 - 12/21/2025 [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]		71.75		0.25				8.00			80.00
PD [Police] Total:		71.75	0.00	0.25	0.00	0.00	0.00	8.00	0.00		80.00
<i>Head Count:</i>											1
1 [Village of Ridgeway] Total:		71.75	0.00	0.25	0.00	0.00	0.00	8.00	0.00		80.00
<i>Head Count:</i>											1
Grand Total:		71.75	0.00	0.25	0.00	0.00	0.00	8.00	0.00		80.00
<i>Head Count:</i>											1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 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
12/15/2025 Mon	201 [POW]	01:45PM*	10:03PM*	8.2500000		8.25
12/16/2025 Tue	203 [POS]			8.0000000		8.00
12/17/2025 Wed	201 [POW]	03:46PM*	10:25PM*	6.7500000		6.75
12/18/2025 Thu	201 [POW]	02:09PM*	10:27PM	8.2500000		8.25
12/19/2025 Fri	201 [POW]	12:42PM	06:37PM	5.7500000		5.75
12/20/2025 Sat	201 [POW]	04:17PM	06:59PM	2.7500000		2.75
12/21/2025 Sun	208 [PADJ]			0.2500000		0.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]					74.50		8.00		66.50
6 [FH]									
201 [POW]	1[UNUSED]	31.75		31.75					
203 [POS]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	0.25		0.25					
TOTALS		40.00		40.00	74.50		8.00		66.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/18/2025

12/08/2025 - 12/14/2025 [7 days]

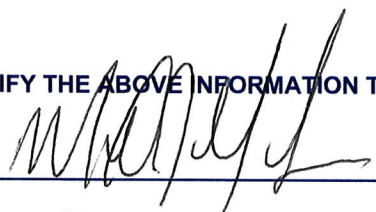
Report Time: 8:10:31 AM

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
12/08/2025 Mon	201 [POW]	03:58PM	09:40PM	5.7500000		5.75
12/09/2025 Tue	201 [POW]	01:40PM	10:37PM	8.7500000		8.75
12/10/2025 Wed	201 [POW]	04:35PM*	11:17PM*	6.7500000		6.75
12/12/2025 Fri	201 [POW]	12:27PM	10:55PM	10.5000000		10.50
12/13/2025 Sat	201 [POW]	01:10PM	09:34PM	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]									
3 [SICK]									74.50
6 [FH]									
201 [POW]	1[UNUSED]	40.00		40.00					
TOTALS		40.00		40.00					74.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Work log hours for timesheet allocations per 2025 budget

12/08-14/25							12/15-21/25							Totals									
Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick					
work hours		39.50		0.00	0.00	0.00	39.50	work hours		36.75		0.00	0.00	0.00	36.75	work hours		76.25		0.00	0.00	0.00	76.25
Lori							Lori							Lori									
Dept	Percent						Dept	Percent						Dept	Percent								
C/T	85.00%	33.58	0.00	0.00	0.00	0.00	C/T	85.00%	31.24	0.00	0.00	0.00	0.00	C/T	64.81	0.00	0.00	0.00	0.00	64.81			
Election Adm	5.00%	1.98	0.00	0.00	0.00	0.00	Election Adm	5.00%	1.84	0.00	0.00	0.00	0.00	Election Adm	3.81	0.00	0.00	0.00	0.00	3.81			
SewerAdm	5.00%	1.98	0.00	0.00	0.00	0.00	SewerAdm	5.00%	1.84	0.00	0.00	0.00	0.00	SewerAdm	3.81	0.00	0.00	0.00	0.00	3.81			
WaterAdm	5.00%	1.98	0.00	0.00	0.00	0.00	WaterAdm	5.00%	1.84	0.00	0.00	0.00	0.00	WaterAdm	3.81	0.00	0.00	0.00	0.00	3.81			
work hours		36.50		0.00	0.00	0.00	36.50	work hours		35.75		0.00	0.00	0.00	35.75	work hours		72.25		0	0	0	72.25
Marj							Marj							Marj									
Dept	Percent						Dept	Percent						Dept	Percent								
AdmSvs	50.00%	18.25	0.00	0.00	0.00	0.00	AdmSvs	50.00%	17.88	0.00	0.00	0.00	0.00	AdmSvs	36.13	0.00	0.00	0.00	0.00	36.13			
SewerAdm	7.50%	2.74	0.00	0.00	0.00	0.00	SewerAdm	7.50%	2.68	0.00	0.00	0.00	0.00	SewerAdm	5.42	0.00	0.00	0.00	0.00	5.42			
WaterAdm	7.50%	2.74	0.00	0.00	0.00	0.00	WaterAdm	7.50%	2.68	0.00	0.00	0.00	0.00	WaterAdm	5.42	0.00	0.00	0.00	0.00	5.42			
Park Wages	35.00%	12.78	0.00	0.00	0.00	0.00	Park Wages	35.00%	12.51	0.00	0.00	0.00	0.00	Park Wages	25.29	0.00	0.00	0.00	0.00	25.29			
work hours		19.50					19.50	work hours		17.75					17.75	work hours		37.25					37.25
Harry							Harry							Harry									
Dept	Percent						Dept	Percent						Dept	Percent								
Park	30.00%	5.85					Park	30.00%	5.33					Park	11.18		0.00	0.00	0.00	11.18			
Street	35.00%	6.83					Street	35.00%	6.21					Street	13.04		0.00	0.00	0.00	13.04			
FacMaint	35.00%	6.83					FacMaint	35.00%	6.21					FacMaint	13.04		0.00	0.00	0.00	13.04			
work hours		40.00		4.50	0.00	0.00	44.50	work hours		40.00		2.25	0.00	0.00	42.25	work hours		80.00		6.75			86.75
Lamont							Lamont							Lamont									
Dept	Percent						Dept	Percent						Dept	Percent								
Streets	10.00%	4.00	0.45	0.00	0.00		Streets	10.00%	4.00	0.23	0.00	0.00	0.00	Streets	8.00	0.68	0.00	0.00	0.00	8.68			
Sewer	70.00%	28.00	3.15	0.00	0.00		Sewer	70.00%	28.00	1.58	0.00	0.00	0.00	Sewer	56.00	4.73	0.00	0.00	0.00	60.73			
Water	20.00%	8.00	0.90	0.00	0.00		Water	20.00%	8.00	0.45	0.00	0.00	0.00	Water	16.00	1.35	0.00	0.00	0.00	17.35			
work hours		40.00		0.25	0.00	0.00	40.25	work hours		40.00		0.00	0.00	0.00	40.00	work hours		80		0.25	0	0	80.25
Kevin							Kevin							Kevin									
Dept	Percent						Dept	Percent						Dept	Percent								
Park	20.00%	8.00	0.05	0.00	0.00	0.00	Park	20.00%	8.00	0.00	0.00	0.00	0.00	Park	16.00	0.05	0.00	0.00	0.00	16.05			
Sewer	10.00%	4.00	0.03	0.00	0.00	0.00	Sewer	10.00%	4.00	0.00	0.00	0.00	0.00	Sewer	8.00	0.03	0.00	0.00	0.00	8.03			
Water	10.00%	4.00	0.03	0.00	0.00	0.00	Water	10.00%	4.00	0.00	0.00	0.00	0.00	Water	8.00	0.03	0.00	0.00	0.00	8.03			
Streets	60.00%	24.00	0.15	0.00	0.00	0.00	Streets	60.00%	24.00	0.00	0.00	0.00	0.00	Streets	48.00	0.15	0.00	0.00	0.00	48.15			

Time Distribution Report.LC - Allocation of hours

Report Date: 12/18/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 9:26:55 AM

12/08/2025 - 12/14/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	18.50	0.00	18.50
AD [General Admin]	511[CW]	14.50	0.00	14.50
SE [Sewer]	305[SADW]	3.25	0.00	3.25
WA [Water]	605[WADW]	3.25	0.00	3.25
AD001 [PHELAN, LORI L] Total:		39.50	0.00	39.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	20.25	0.00	20.25
AD [General Admin]	704[ADSV]	4.00	0.00	4.00
PA [Parks]	101[PAW]	5.00	0.00	5.00
SE [Sewer]	305[SADW]	3.63	0.00	3.63
WA [Water]	605[WADW]	3.62	0.00	3.62
AD005 [RINIKER, MARJORIE] Total:		36.50	0.00	36.50
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	13.00	0.00	13.00
SP [Streets Plowing]	401[STW]	6.50	0.00	6.50
PW003 [JOHNSON, HARRY] Total:		19.50	0.00	19.50
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	20.00	2.50	22.50
SP [Streets Plowing]	401[STW]	10.00	0.00	10.00
WA [Water]	601[WAW]	10.00	2.00	12.00
PW007 [LARKINS, LAMONT] Total:		40.00	4.50	44.50
Employee: SP004 [MECKLEY, KEVIN]				
SP [Streets Plowing]	401[STW]	30.00	0.00	30.00
ST [Streets]	401[STW]	8.00	0.25	8.25
WA [Water]	601[WAW]	2.00	0.00	2.00
SP004 [MECKLEY, KEVIN] Total:		40.00	0.25	40.25
Grand Totals:		175.50	4.75	180.25

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

Report Time: 8:26:47 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
12/08/2025 Mon	501 [TRW]	07:59AM	12:19PM	4.2500000		8.00
	501 [TRW]	12:51PM	04:32PM	3.7500000		
12/09/2025 Tue	501 [TRW]	08:04AM	01:19PM	5.2500000		8.75
	501 [TRW]	02:00PM	05:30PM*	3.5000000		
12/10/2025 Wed	501 [TRW]	07:57AM	12:40PM	4.7500000		8.50
	501 [TRW]	01:17PM	04:58PM	3.7500000		
12/11/2025 Thu	501 [TRW]	07:57AM	01:13PM	5.2500000		8.25
	501 [TRW]	02:01PM	04:56PM	3.0000000		
12/12/2025 Fri	501 [TRW]	07:59AM	12:17PM	4.2500000		6.00
	511 [CW]	12:45PM*	02:35PM	1.7500000		

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.00
3 [SICK]									70.75
6 [FH]									4.00
501 [TRW]	1[UNUSED]	37.75		37.75					
511 [CW]	1[UNUSED]	1.75		1.75					
TOTALS		39.50		39.50					128.75

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan - Time Distribution Work Log December 8-14, 2025

Monday 12/8

- Treasurer (1 hr)
 - Liberty Insurance/Principal Insurance Quote
- Clerk (1.5 hr)
 - Timesheet distribution
 - Review work log
 - Draft agenda
- Utility (5.5 hr)
 - Customer questions
 - Call or email customers-valve replacement/shut off
 - Website News and Facebook-President message to residents

Tuesday 12/9

- Treasurer (.75 hr)
 - Tax bill prep
 - Verify information from county treasurer and return
- Clerk (7.5 hr)
 - Post/publish approved minutes
 - Draft/publish minutes Budget Hearing BOT Meeting
 - Life, AD&D, Short Term Dis Insurance changes
 - Meet with BB
 - Timesheet allocations
- Utility (.5 hr)
 - Update alert valve replacement-website/social

Wednesday 12/10

- Treasurer (7 hr)
 - Calculate payroll
 - Process payroll
 - Schedule 941 tax payment
- Clerk (1.5 hr)
 - Timesheet allocations

Thursday 12/11

- Treasurer (7.25 hr)
 - To County Treasurer - tax bills
 - Fold, stuff and stamp Tax Bills
 - Prepare tax bills with newsletter and garbage/recycling information card
 - Fold, stuff, stamp
- Clerk (1 hr)
 - To County Clerk - pick up dog license tags, deliver 2025 settlement
 - Post update to Well Street Valve installation

Friday 12/12

- Treasurer (2.5 hr)
 - Checks
 - Prepare, print, BB sign, mail
 - Tax bills completed-stamped/mailed
- Clerk (3 hr)
 - Update event information
 - Website notifications
 - Facebook posts
 - Contact KM for mats
- Utility Admin (.5 hr)
 - Receipts

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

Report Time: 8:26:48 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
12/08/2025 Mon	701 [ADSW]	07:58AM	12:57PM	5.0000000		8.00
	701 [ADSW]	01:30PM*	04:32PM	3.0000000		
12/09/2025 Tue	701 [ADSW]	07:56AM	02:01PM	6.0000000		8.25
	701 [ADSW]	02:32PM	04:38PM	2.2500000		
12/10/2025 Wed	701 [ADSW]	07:50AM	01:26PM	5.7500000		8.25
	701 [ADSW]	02:02PM	04:30PM*	2.5000000		
12/11/2025 Thu	701 [ADSW]	08:03AM	04:02PM	8.0000000		8.00
12/12/2025 Fri	504 [TRV]			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]					16.00		4.00		12.00
3 [SICK]									44.00
6 [FH]									4.00
504 [TRV]	1[UNUSED]	4.00		4.00					
701 [ADSW]	1[UNUSED]	32.50		32.50					
TOTALS		36.50		36.50	16.00		4.00		60.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marjorie Riniker
Employee Signature

x Lori L. Phelan
Supervisor Signature

Marj Riniker

Week of

12/8/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences		0.75			V	0.75
Invoices	2	0.5	0.5		A	3
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.25	0.5		0.75	C	1.5
Social Media (create content, moniter accts, posting)		2.5	1.75	2.75	A	7
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	1.25	2.75	1	2.25	T	7.25
meetings - inperson or online					I	0
Clerk/treasurer				0.25	O	0.25
grant work		0.5			N	0.5
Property tax						0
Elections						0
PTO					4	4
Daily totals	3.5	7.5	3.25	6	4	
Admin/Deputy Totals						24.25
Park/Rec						
Event planning		0.25	3.5	1.25	D	5
Meetings/prep					A	0
Social Media					Y	0
Daily totals	0	0.25	3.5	1.25	0	
Park/Rec Totals						5
Utility						
Billing	4.5	0.5	0.25	0.75		6
Pub Works			1.25			1.25
Daily totals	4.5	0.5	1.5	0.75	0	7.25
Utility Totals						6
Daily totals	8	8.25	8.25	8	4	
Total hours						36.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

Report Time: 8:26:48 AM

PW003 [JOHNSON, HARRY]

Employee ID	PW003	DEPT(G2)	FM	Pay Policy	401
Pay Type	1	Last Name	JOHNSON	First Name	HARRY

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/08/2025 Mon	401 [STW]	08:12AM	12:12PM	4.0000000		4.00
12/09/2025 Tue	401 [STW]	08:01AM	12:03PM	4.0000000		4.00
12/10/2025 Wed	401 [STW]	07:51AM	11:15AM	3.5000000		3.50
12/11/2025 Thu	401 [STW]	08:08AM	12:09PM	4.0000000		4.00
12/12/2025 Fri	401 [STW]	08:04AM	12:01PM	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]	19.50		19.50					
TOTALS		19.50		19.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 12/8 worked at RCC, Moved snow
 Tues 12/9 worked at RCC, glued tile in room 112, Moped bathroom
 and hallway floors
 wed 12/10 Plowed & salted side walks
 Thurs 12/11 worked at RCC, cleaned bathrooms, cleaned back room in
 room 112
 Fri 12/12 worked at RCC, put down mats in gym, sweep floor in MR room

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

Report Time: 8:26:48 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
12/08/2025 Mon	301 [SEW]	05:57AM	11:18AM	5.2500000		8.00
	301 [SEW]	11:48AM	02:30PM	2.7500000		
12/09/2025 Tue	301 [SEW]	05:59AM	12:08PM	6.2500000		8.00
	301 [SEW]	12:38PM	02:37PM	1.7500000		
12/10/2025 Wed	301 [SEW]	06:04AM	11:32AM	5.5000000		8.00
	301 [SEW]	12:01PM	02:30PM	2.5000000		
12/11/2025 Thu	301 [SEW]	06:01AM	02:31PM	8.5000000		8.50
12/12/2025 Fri	301 [SEW]	06:17AM	11:19AM	5.0000000		8.00
	301 [SEW]	11:49AM*	02:43PM*	2.5000000	0.5000000	
12/13/2025 Sat	301 [SEW]	08:59AM	10:59AM*		2.0000000	2.00
12/14/2025 Sun	601 [WAW]	08:01AM	10:01AM*		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]									20.00
301 [SEW]	1[UNUSED]	40.00	2.50	42.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	4.50	44.50					20.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log December 8-14

Monday 12/08/2025:

Water Daily Operations - 1 hours

Sewer Daily Operations - 3 hours

Moved snow – 4 hours

Tuesday 12/09/2025:

Water Daily Operations – 1 hours

Sewer Daily Operations – 3 hours

Moved snow – 4 hours

Wednesday 12/10/2025:

Water Daily Operations– 2 hours

Sewer Daily Operations, LSLI -6 hours

Thursday 12/11/2025

Water Daily Operations -1 hours

Sewer Daily Operations - 3 hours

Well Street valve install – 4 hours

Friday 12/12/2025:

Water Daily Operations – 1 hours

Sewer Daily Operations, cleaning sewer plant- 5 hours

Slushed streets -2 hours

Saturday 12/13/25:

Daily checks – 2 hours

Sunday 12/14/25:

Daily checks – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/15/2025

12/08/2025 - 12/14/2025 [7 days]

Report Time: 8:26:48 AM

SP004 [MECKLEY, KEVIN]

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

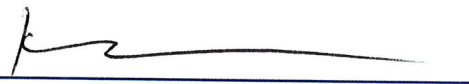
Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/08/2025 Mon	401 [STW]	06:58AM	11:55AM	5.000000		8.00
	401 [STW]	12:25PM	03:29PM	3.000000		
12/09/2025 Tue	401 [STW]	06:52AM	12:10PM	5.250000		8.00
	401 [STW]	12:34PM	03:30PM	2.750000		
12/10/2025 Wed	401 [STW]	06:01AM	12:00PM	6.000000		8.75
	401 [STW]	12:25PM	03:17PM	2.750000		
12/11/2025 Thu	401 [STW]	06:54AM	12:00PM	5.000000		8.00
	401 [STW]	12:24PM	03:30PM	3.000000		
12/12/2025 Fri	401 [STW]	06:58AM	12:00PM	5.000000		7.50
	401 [STW]	12:25PM	02:53PM	2.250000	0.250000	

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.00
3 [SICK]									44.00
6 [FH]									
401 [STW]	1[UNUSED]	40.00	0.25	40.25					
TOTALS		40.00	0.25	40.25					76.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday December 8th 2025

Snow clean up – 8 hours

Tuesday December 9th 2025

Snow clean up – 8 hours

Wednesday December 10th 2025

Salted – 2 hours

Moved snow – 5 hours

Washed truck and skid steer – 2 hours

Thursday December 11th 2025

Salted – 2 hours

Helped with water shut offs – 2 hours

Worked in shop – 4 hours

Friday December 12th 2025

Cleaned up and salted behind fire station – 3 hours

Rolled out mats – 1 hour

Got snow blower running – 1 hour

Cleared slush – 2 hours

Rolled up mats – 1 hour

Time Distribution Report.LC - Allocation of hours

Report Date: 12/23/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 7:59:24 AM

12/15/2025 - 12/21/2025 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	5.50	0.00	5.50
AD [General Admin]	511[CW]	22.75	0.00	22.75
SE [Sewer]	305[SADW]	4.25	0.00	4.25
WA [Water]	605[WADW]	4.25	0.00	4.25
AD001 [PHELAN, LORI L] Total:		36.75	0.00	36.75
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	31.25	0.00	31.25
PA [Parks]	101[PAW]	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
AD005 [RINIKER, MARJORIE] Total:		35.75	0.00	35.75
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	17.75	0.00	17.75
PW003 [JOHNSON, HARRY] Total:		17.75	0.00	17.75
Employee: PW007 [LARKINS, LAMONT]				
FM [FACILITES MAINTENANCE]	611[FMW]	9.50	0.00	9.50
SE [Sewer]	301[SEW]	16.75	0.25	17.00
SP [Streets Plowing]	401[STW]	4.25	0.00	4.25
WA [Water]	601[WAW]	9.50	2.00	11.50
PW007 [LARKINS, LAMONT] Total:		40.00	2.25	42.25
Employee: SP004 [MECKLEY, KEVIN]				
FM [FACILITES MAINTENANCE]	611[FMW]	16.25	0.00	16.25
SE [Sewer]	301[SEW]	1.00	0.00	1.00
SP [Streets Plowing]	401[STW]	8.00	0.00	8.00
ST [Streets]	401[STW]	13.75	0.00	13.75
WA [Water]	601[WAW]	1.00	0.00	1.00
SP004 [MECKLEY, KEVIN] Total:		40.00	0.00	40.00
Grand Totals:		170.25	2.25	172.50

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 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
12/15/2025 Mon	501 [TRW]	07:56AM	01:02PM	5.0000000		8.25
	501 [TRW]	01:31PM	04:44PM	3.2500000		
12/16/2025 Tue	501 [TRW]	08:02AM	11:45AM	3.7500000		8.00
	501 [TRW]	12:15PM*	04:37PM	4.2500000		
12/17/2025 Wed	501 [TRW]	07:59AM	01:12PM	5.2500000		8.25
	501 [TRW]	01:44PM	04:45PM	3.0000000		
12/18/2025 Thu	501 [TRW]	08:01AM	11:28AM	3.5000000		7.75
	501 [TRW]	12:09PM	04:30PM	4.2500000		
12/19/2025 Fri	501 [TRW]	08:01AM	12:25PM	4.5000000		4.50

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									54.00
3 [SICK]									70.75
6 [FH]									4.00
501 [TRW]	1[UNUSED]	36.75		36.75					

TOTALS		36.75		36.75					128.75
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan - Time Distribution Work Log December 15-21, 2025

Monday 12/15

- Clerk (7.25 hr)
 - HeyGov support-dog licenses
 - Email ICHC-Main Street snow plowing
 - Events/social media/website
 - Holiday Helper Event
 - Blood drive
 - Dog licenses available
- Utility
 - Final bill (1 hr)
 - Read route, move in/move out, mail final bill

Tuesday 12/16

- Clerk (1 hr)
 - 2025 Building permits sent to assessor
 - Income surveys prepped for door to door
 - WRS
- Treasurer (.5 hr)
 - Invoice entry
- Utility (6.5 hr)
 - Income surveys prepared for door to door

Wednesday 12/17

- Clerk (5.75 hr)
 - WRS
 - update employees
 - Pre-check reconciliation
 - Lincoln Life Insurance
- Treasurer (1.5 hr)
 - Remote deposit
 - Prop Taxes
 - Utility payments
 - Upload Direct Pay Utility
- Utility (1 hr)
 - Process direct pay accounts

Thursday 12/18

- Clerk
 - Timesheet allocations (1.5 hr)
 - WRS Insurance
 - New transaction application
 - access, video, next steps, support
- Treasurer
 - WRS reconciliation preview
 - Adjust employee deduction, Workhorse help
- Utility

Friday 12/19

- Clerk (2 hr)
 - Add 2026 BOT Meetings in Meetings/Agendas
 - Lincoln Life, AD&D, Disability
 - Life limits
 - Verify coverages
- Treasurer (2.25 hr)
 - Cancel Principal autopay
 - Holiday Helpers Event deposit

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 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
12/15/2025 Mon	705 [ADSK]			7.5000000		7.50
12/16/2025 Tue	701 [ADSW]	07:57AM	01:02PM	5.0000000		
	701 [ADSW]	01:32PM*	04:30PM	3.0000000		8.00
12/17/2025 Wed	701 [ADSW]	07:53AM	01:53PM	6.0000000		
	701 [ADSW]	02:33PM	04:31PM	2.0000000		8.00
12/18/2025 Thu	701 [ADSW]	07:53AM	01:14PM	5.2500000		
	701 [ADSW]	01:51PM	04:29PM	2.7500000		8.00
12/19/2025 Fri	701 [ADSW]	07:55AM	12:09PM	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]									12.00
3 [SICK]					44.00		7.50		36.50
6 [FH]									4.00
701 [ADSW]	1[UNUSED]	28.25		28.25					
705 [ADSK]	1[UNUSED]	7.50		7.50					
TOTALS		35.75		35.75	44.00		7.50		52.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marjorie Riniker
Employee Signature

x Lori L. Phelan
Supervisor Signature

Marj Riniker

Week of

12/15/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences		0.25		0.5	0.25	1
Invoices		2.25	0.5	0.75		3.5
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		0.5		0.25	0.5	1.25
Social Media (create content, moniter accts, posting)		1.75	1.5	3.5	0.25	7
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)		1.75	2.5	1.75	1.25	7.25
meetings - inperson or online						0
Clerk/treasurer						0
grant work			0.5			0.5
Property tax		1	1.25	0.5	0.5	3.25
Elections						0
PTO	7.5					7.5
Daily totals	7.5	7.5	6.25	7.25	2.75	
Admin/Deputy Totals						31.25
Park/Rec						
Event planning					1	1
Meetings/prep						0
Social Media						0
Daily totals	0	0	0	0	1	
Park/Rec Totals						1
Utility						
Billing		0.25	0.5	0.75	0.5	2
Pub Works		0.25	1.25			1.5
Daily totals	0	0.5	1.75	0.75	0.5	
Utility Totals						2.25
Daily totals	7.5	8	8	8	4.25	
Total hours						35.75

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 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
12/15/2025 Mon	401 [STW]	08:05AM	12:08PM	4.2500000		4.25
12/16/2025 Tue	401 [STW]	08:06AM	12:37PM	4.5000000		4.50
12/17/2025 Wed	401 [STW]	08:04AM	12:42PM	4.7500000		4.75
12/18/2025 Thu	401 [STW]	08:05AM	12:22PM	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]	17.75		17.75					
TOTALS		17.75		17.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 12/15 rolled up gym mats, sweep gym floor, cleaned out refrigerator
 put tables and chairs away, stocked bathrooms
 Tues 12/16 fixed water leak in kitchen, finished cleaning out refrigerator
 emptied garbage, check for no hot water
 Wed 12/17 insulated basement, lite pilot for hot water heater
 Thurs 12/18 cleaned kitchen, mopped floor

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 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
12/15/2025 Mon	301 [SEW]	09:31AM	12:11PM	2.7500000		4.50
	301 [SEW]	12:37PM	02:37PM	1.7500000		
12/16/2025 Tue	301 [SEW]	05:46AM	12:45PM	7.0000000		8.25
	301 [SEW]	01:15PM*	02:34PM	1.2500000		
12/17/2025 Wed	301 [SEW]	06:04AM	12:01PM	6.0000000		9.50
	301 [SEW]	12:30PM	04:05PM	3.5000000		
12/18/2025 Thu	301 [SEW]	06:09AM	11:50AM	5.5000000		8.00
	301 [SEW]	12:18PM	02:40PM	2.5000000		
12/19/2025 Fri	301 [SEW]	06:08AM	11:32AM	5.2500000		8.00
	301 [SEW]	12:01PM	02:38PM	2.7500000		
12/20/2025 Sat	301 [SEW]	09:19AM	11:19AM*	1.7500000	0.2500000	2.00
12/21/2025 Sun	601 [WAW]	08:49AM	10:49AM*		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]									20.00
301 [SEW]	1[UNUSED]	40.00	0.25	40.25					
601 [WAW]	1[UNUSED]		2.00	2.00					

TOTALS		40.00	2.25	42.25					20.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log December 15-21

Monday 12/15/2025

LSLI, catch up on paperwork 4.5 - hours

Tuesday 12/16/2025:

Water Daily Operations – 1 hours

Sewer Daily Operations – 3 hours

Slushed off main Street – 4 hours

Wednesday 12/17/2025:

Water Daily Operations– 1 hour

Sewer Daily Operations - 3 hours

Community center water – ^{5.5}4 hours

Thursday 12/18/2025

Water Daily Operations -1 hour

Sewer Daily Operations - 3 hours

Community center water – 4 hours

Friday 12/19/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations, cleaning sewer plant- 6 hours

Saturday 12/20/25:

Daily checks – 2 hours

Sunday 12/21/25:

Daily checks – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/22/2025

12/15/2025 - 12/21/2025 [7 days]

Report Time: 8:25:38 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
12/15/2025 Mon	401 [STW]	06:41AM	12:00PM	5.2500000		8.25
	401 [STW]	12:24PM	03:29PM	3.0000000		
12/16/2025 Tue	401 [STW]	06:54AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM	03:30PM	3.0000000		
12/17/2025 Wed	401 [STW]	06:55AM	12:00PM	5.0000000		8.25
	401 [STW]	12:25PM	03:52PM	3.2500000		
12/18/2025 Thu	401 [STW]	06:58AM	11:55AM	5.0000000		8.00
	401 [STW]	12:22PM	03:29PM	3.0000000		
12/19/2025 Fri	401 [STW]	06:58AM	12:00PM	5.0000000		7.50
	401 [STW]	12:25PM	03:03PM	2.5000000		

Summary - SP004 [MECKLEY, KEVIN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.00
3 [SICK]									44.00
6 [FH]									
401 [STW]	1[UNUSED]	40.00		40.00					

TOTALS		40.00		40.00					76.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday December 15th 2025

Treatment plant and rounds – 2 hours

Salted – 1 hour

Rolled up mats – 1 hour

Equipment maintenance – 4 hours

Tuesday December 16th 2025

Salted – 2 hours

Fixed salter – 2 hours

Cleaned up Main St. – 4 Hours

Wednesday December 17th 2025

Worked at Comunity Center – 8 Hours

Thursday December 18th 2025

Worked at Comunity Center – 8 Hours

Friday December 19th 2025

Worked at Comunity Center – 1 hour

Cleaned up snow on Main St. and Grove St. – 2 hours

Helped Michelle unload food for baskets – 1 hour

Worked in shop – 4 hours