

Summary Report.TA - No distribution

Report Date: 12/10/2025

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

Report Time: 10:32:11 AM

11/24/2025 - 12/07/2025 [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]		72.25		-0.25	8.00						80.00
PD [Police] Total:		72.25	0.00	-0.25	8.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		72.25	0.00	-0.25	8.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1
Grand Total:		72.25	0.00	-0.25	8.00	0.00	0.00	0.00		0.00	80.00
Head Count:											1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:21 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
11/25/2025 Tue	201 [POW]	02:00PM*	08:00PM*	6.0000000		6.00
11/26/2025 Wed	201 [POW]	02:12PM	10:07PM	7.7500000		7.75
11/27/2025 Thu	202 [POH]			8.0000000		8.00
11/28/2025 Fri	201 [POW]	01:43PM	11:54PM	10.2500000		10.25
11/29/2025 Sat	201 [POW]	04:52PM*	11:18PM*	6.5000000		6.50

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]									70.50
6 [FH]									
201 [POW]	1[UNUSED]	30.50		30.50					
202 [POH]	1[UNUSED]	8.00		8.00					
TOTALS		38.50		38.50					70.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:40 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
12/01/2025 Mon	201 [POW]	03:38PM*	11:11PM*	7.5000000		7.50
12/02/2025 Tue	201 [POW]	01:38PM*	09:26PM*	7.7500000		7.75
12/03/2025 Wed	201 [POW]	01:45PM*	06:20PM	4.5000000		4.50
12/04/2025 Thu	201 [POW]	01:19PM	10:50PM	9.5000000		9.50
12/05/2025 Fri	201 [POW]	12:56PM	10:25PM	9.5000000		9.50
12/06/2025 Sat	201 [POW]	06:03PM	09:07PM	3.0000000		3.00
12/07/2025 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]					70.50	4.00			74.50
6 [FH]									
201 [POW]	1[UNUSED]	41.75		41.75					
208 [PADJ]	1[UNUSED]	-0.25		-0.25					
TOTALS		41.50		41.50	70.50	4.00			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

11/24-30/25							12/01-07/25							Totals											
Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick			Reg	OT	Vacation	Holiday	Sick							
work hours		25.50			12.00	0.00	37.50	work hours		39.50			0.00	0.00	0.00	39.50	work hours		65.00	0.00	0.00	12.00	0.00	77.00	
Lori							Lori							Lori											
Dept	Percent						Dept	Percent						Dept	Percent										
C/T	85.00%	21.68	0.00	0.00	10.20	0.00	C/T	85.00%	33.58	0.00	0.00	0.00	0.00	C/T	55.25	0.00	0.00	10.20	0.00	65.45					
Election Adm	5.00%	1.28	0.00	0.00	0.60	0.00	Election Adm	5.00%	1.98	0.00	0.00	0.00	0.00	Election Adm	3.25	0.00	0.00	0.60	0.00	3.85					
SewerAdm	5.00%	1.28	0.00	0.00	0.60	0.00	SewerAdm	5.00%	1.98	0.00	0.00	0.00	0.00	SewerAdm	3.25	0.00	0.00	0.60	0.00	3.85					
WaterAdm	5.00%	1.28	0.00	0.00	0.60	0.00	WaterAdm	5.00%	1.98	0.00	0.00	0.00	0.00	WaterAdm	3.25	0.00	0.00	0.60	0.00	3.85					
work hours		25.00			0.00	12.00	0.00	37.00	work hours		36.50			0.00	0.00	0.00	36.50	work hours		61.5	0	0	12	0	73.50
Marj							Marj							Marj											
Dept	Percent						Dept	Percent						Dept	Percent										
AdmSvs	50.00%	12.50	0.00	0.00	6.00	0.00	AdmSvs	50.00%	18.25	0.00	0.00	0.00	0.00	AdmSvs	30.75	0.00	0.00	10.20	0.00	40.95					
SewerAdm	7.50%	1.88	0.00	0.00	0.90	0.00	SewerAdm	7.50%	2.74	0.00	0.00	0.00	0.00	SewerAdm	4.61	0.00	0.00	0.90	0.00	5.51					
WaterAdm	7.50%	1.88	0.00	0.00	0.90	0.00	WaterAdm	7.50%	2.74	0.00	0.00	0.00	0.00	WaterAdm	4.61	0.00	0.00	0.90	0.00	5.51					
Park Wages	35.00%	8.75	0.00	0.00	4.20	0.00	Park Wages	35.00%	12.78	0.00	0.00	0.00	0.00	Park Wages	21.53	0.00	0.00	0.00	0.00	21.53					
work hours		22.75					22.75	work hours		22.75				22.75	work hours		45.5			45.5					
Harry							Harry							Harry											
Dept	Percent						Dept	Percent						Dept	Percent										
Park	30.00%	6.83					Park	30.00%	6.83					Park	13.65		0.00	0.00	0.00	13.65					
Street	35.00%	7.96					Street	35.00%	7.96					Street	15.93		0.00	0.00	0.00	15.93					
FacMaint	35.00%	7.96					FacMaint	35.00%	7.96					FacMaint	15.93		0.00	0.00	0.00	15.93					
work hours		32.00			0.00	8.00	0.00	40.00	work hours		40.00	2.00		0.00	0.00	0.00	42.00	work hours		72.00	2			82.00	
Lamont							Lamont							Lamont											
Dept	Percent						Dept	Percent						Dept	Percent										
Streets	10.00%	3.20	0.00	0.00	0.80		Streets	10.00%	4.00	0.20	0.00	0.00	0.00	Streets	7.20	0.20	0.00	0.80	0.00	8.20					
Sewer	70.00%	22.40	0.00	0.00	5.60		Sewer	70.00%	28.00	1.40	0.00	0.00	0.00	Sewer	50.40	1.40	0.00	5.60	0.00	57.40					
Water	20.00%	6.40	0.00	0.00	1.60		Water	20.00%	8.00	0.40	0.00	0.00	0.00	Water	14.40	0.40	0.00	1.60	0.00	16.40					
work hours		39.75			16.00	0.00	55.75	work hours		40.00	10.75		0.00	0.00	0.00	50.75	work hours		79.75	10.75	0	16	0	106.50	
Kevin							Kevin							Kevin											
Dept	Percent						Dept	Percent						Dept	Percent										
Park	20.00%	7.95	0.00	0.00	3.20	0.00	Park	20.00%	8.00	2.15	0.00	0.00	0.00	Park	15.95	2.15	0.00	3.20	0.00	21.30					
Sewer	10.00%	3.98	0.00	0.00	1.60	0.00	Sewer	10.00%	4.00	1.08	0.00	0.00	0.00	Sewer	7.98	1.08	0.00	1.60	0.00	10.65					
Water	10.00%	3.98	0.00	0.00	1.60	0.00	Water	10.00%	4.00	1.08	0.00	0.00	0.00	Water	7.98	1.08	0.00	1.60	0.00	10.65					
Streets	60.00%	23.85	0.00	0.00	9.60	0.00	Streets	60.00%	24.00	6.45	0.00	0.00	0.00	Streets	47.85	6.45	0.00	9.60	0.00	63.90					

Time Distribution Report.LC - Allocation of hours

Report Date: 12/10/2025

Report Time: 10:20:39 AM

Primary Sort By: Employee;DEPT(G2)

11/24/2025 - 12/07/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	4.50	0.00	4.50
AD [General Admin]	502[TRH]	4.00	0.00	4.00
AD [General Admin]	505[TCFH]	2.00	0.00	2.00
AD [General Admin]	511[CW]	19.50	0.00	19.50
AD [General Admin]	512[CH]	4.00	0.00	4.00
AD [General Admin]	515[CFH]	2.00	0.00	2.00
SE [Sewer]	305[SADW]	0.75	0.00	0.75
WA [Water]	605[WADW]	0.75	0.00	0.75
AD001 [PHELAN, LORI L] Total:		37.50	0.00	37.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	13.00	0.00	13.00
AD [General Admin]	702[ADSH]	8.00	0.00	8.00
AD [General Admin]	706[ADSF]	4.00	0.00	4.00
PA [Parks]	101[PAW]	1.50	0.00	1.50
SE [Sewer]	305[SADW]	5.25	0.00	5.25
WA [Water]	605[WADW]	5.25	0.00	5.25
AD005 [RINIKER, MARJORIE] Total:		37.00	0.00	37.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	12.50	0.00	12.50
SP [Streets Plowing]	401[STW]	10.25	0.00	10.25
PW003 [JOHNSON, HARRY] Total:		22.75	0.00	22.75
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	19.50	0.00	19.50
SE [Sewer]	302[SEH]	4.00	0.00	4.00
ST [Streets]	401[STW]	3.25	0.00	3.25
WA [Water]	601[WAW]	9.25	0.00	9.25
WA [Water]	602[WAH]	4.00	0.00	4.00
PW007 [LARKINS, LAMONT] Total:		40.00	0.00	40.00
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	1.00	0.00	1.00
SE [Sewer]	301[SEW]	4.00	0.00	4.00
SP [Streets Plowing]	401[STW]	11.00	0.00	11.00
ST [Streets]	401[STW]	20.75	0.00	20.75
ST [Streets]	402[STH]	8.00	0.00	8.00
ST [Streets]	405[STFH]	8.00	0.00	8.00
WA [Water]	601[WAW]	3.00	0.00	3.00
SP004 [MECKLEY, KEVIN] Total:		55.75	0.00	55.75
Grand Totals:		193.00	0.00	193.00

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:21 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
11/24/2025 Mon	501 [TRW]	07:41AM	11:44AM	4.0000000		9.50
	501 [TRW]	01:14PM	04:31PM	3.2500000		
	501 [TRW]	05:51PM	07:59PM	2.2500000		
11/25/2025 Tue	501 [TRW]	08:03AM	12:32PM	4.5000000		8.25
	501 [TRW]	01:17PM	04:54PM	3.7500000		
11/26/2025 Wed	501 [TRW]	07:57AM	12:00PM	4.0000000		7.75
	501 [TRW]	12:54PM	04:38PM	3.7500000		
11/27/2025 Thu	512 [CH]			4.0000000		8.00
	502 [TRH]			4.0000000		
11/28/2025 Fri	515 [CFH]			2.0000000		4.00
	505 [TCFH]			2.0000000		

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]									66.75
6 [FH]					8.00		4.00		4.00
501 [TRW]	1[UNUSED]	25.50		25.50					
502 [TRH]	1[UNUSED]	4.00		4.00					
505 [TCFH]	1[UNUSED]	2.00		2.00					
512 [CH]	1[UNUSED]	4.00		4.00					
515 [CFH]	1[UNUSED]	2.00		2.00					

TOTALS		37.50		37.50	8.00		4.00		124.75
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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 November 24-30, 2025

Monday 11/24

- Treasurer (1 hr)
 - Process ACH Receipts and checks
- Clerk
 - Print/distribute timesheets
 - Special Meeting
 - Preparation
 - Amended agenda

Tuesday 11/25

- Clerk
 - Review information from meeting recap
 - Timesheet allocations
- Utility Admin
 - Resident questions

Wednesday 11/26

- Treasurer (3.5 hr)
 - Process PR
 - Submit/schedule PR Tax payment
 - Special Assessment entered for tax bills, sent to County
- Clerk (3.75 hr)
 - Loan papers/courier
 - Board attendance 2025
 - Delta 3-Income survey
 - BOT Meeting agenda
- Utility Admin (30 min)
 - Customer ACH apps

Thursday 11/27 Thanksgiving

Friday 11/28

- Floating Holiday (4 hrs)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:21 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
11/24/2025 Mon	701 [ADSW]	07:56AM	03:44PM	7.7500000		9.50
	701 [ADSW]	06:14PM	07:57PM	1.7500000		
11/25/2025 Tue	701 [ADSW]	07:56AM	01:40PM	5.7500000		7.75
	701 [ADSW]	02:42PM	04:38PM	2.0000000		
11/26/2025 Wed	701 [ADSW]	08:00AM	12:59PM	5.0000000		7.75
	701 [ADSW]	01:54PM	04:39PM	2.7500000		
11/27/2025 Thu	702 [ADSH]			8.0000000		8.00
11/28/2025 Fri	706 [ADSF]			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
3 [SICK]									40.00
6 [FH]					8.00		4.00		4.00
701 [ADSW]	1[UNUSED]	25.00		25.00					
702 [ADSH]	1[UNUSED]	8.00		8.00					
706 [ADSF]	1[UNUSED]	4.00		4.00					
TOTALS		37.00		37.00	8.00		4.00		60.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker
Employee Signature

x Kai L. Phe
Supervisor Signature

Marj Riniker

Week of

11/22/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences					F	0
Invoices	0.75	0.5	1	H	L	2.25
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		0.25		O	O	0.25
Social Media (create content, moniter accts, posting)	1.25	0.5	0.25	L	A	2
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	3.5	1.25	1	I	T	5.75
meetings - inperson or online / prep	2.25			D	I	2.25
Clerk/treasurer				A	N	0
grant work				Y	G	0
Property tax		0.5		8	4	12.5
Elections					D	0
PTO					A	0
Daily totals	7.75	3	2.25	8	4	
Admin/Deputy Totals						25
Park/Rec						
Event planning		0.25			Y	0.25
Meetings/prep			1.25		O	1.25
Social Media					F	0
Daily totals	0	0.25	1.25	0	0	
Park/Rec Totals						1.5
Utility						
Billing	1.75	4.5	4.25		F	10.5
Daily totals	1.75	4.5	4.25	0	0	
Utility Totals						10.5
Daily totals	9.5	7.75	7.75	8	4	
Total hours						37

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:21 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
11/24/2025 Mon	401 [STW]	08:04AM	12:15PM	4.2500000		4.25
11/25/2025 Tue	401 [STW]	08:05AM	12:10PM	4.2500000		4.25
11/26/2025 Wed	401 [STW]	08:02AM	12:05PM	4.0000000		4.00
11/29/2025 Sat	401 [STW]	09:19AM	02:50PM	5.5000000		5.50
11/30/2025 Sun	401 [STW]	08:51AM	01:33PM	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]	22.75		22.75					
TOTALS		22.75		22.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *HARRY JOHNSON*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon 11/24 worked at RCC, set up chairs in board room, brought christmas trees down from up stairs
 Tues 11/25 worked at RCC, put christmas trees together, swept upstairs floors & steps, filled salt piles
 wed 11/26 cleaned bathrooms & moped floors
 sat 11/29 plowed snow
 sun 11/30 plowed snow

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:22 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
11/24/2025 Mon	301 [SEW]	05:58AM	11:30AM	5.5000000		10.25
	301 [SEW]	12:00PM	03:04PM	3.0000000		
	301 [SEW]	06:15PM	08:06PM	1.7500000		
11/25/2025 Tue	301 [SEW]	05:56AM	11:30AM	5.5000000		8.00
	301 [SEW]	11:59AM	02:30PM	2.5000000		
11/26/2025 Wed	301 [SEW]	05:56AM	12:28PM	6.5000000		8.25
	301 [SEW]	01:03PM	02:38PM	1.7500000		
11/27/2025 Thu	302 [SEH]			4.0000000		10.25
	301 [SEW]	06:55AM	09:18AM	2.2500000		
	602 [WAH]			4.0000000		
11/28/2025 Fri	301 [SEW]	05:57AM	09:15AM	3.2500000		3.25

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									16.00
301 [SEW]	1[UNUSED]	32.00		32.00					
302 [SEH]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	4.00		4.00					

TOTALS		40.00		40.00					16.00
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log November 24-28

Monday 11/24/2025:

Water Daily Operations - 2 hours

Sewer Daily Operations - 6 hours

Meeting- 2 hours

Tuesday 11/25/2025:

Water Daily Operations – 2 hours

Sewer Daily Operations – 6 hours

Wednesday 11/26/2025:

Water Daily Operations– 2 hours

Sewer Daily Operations -3 hours

Sander in truck- 3 hours

Thursday 11/27/2025

Water Daily Operations -1 hours

Sewer Daily Operations, cleaning sewer plant- 2 hours

Friday 11/28/2025:

Water Daily Operations – 1 hours

Sewer Daily Operations, cleaning sewer plant- 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/01/2025

11/24/2025 - 11/30/2025 [7 days]

Report Time: 8:09:22 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
11/24/2025 Mon	401 [STW]	06:57AM	12:00PM	5.000000		9.50
	401 [STW]	12:25PM	03:30PM	3.000000		
	401 [STW]	06:18PM	07:39PM	1.500000		
11/25/2025 Tue	401 [STW]	06:56AM	12:00PM	5.000000		7.50
	401 [STW]	12:25PM	02:55PM	2.500000		
11/26/2025 Wed	401 [STW]	06:56AM	12:25PM	5.500000		7.75
	401 [STW]	12:52PM	03:20PM	2.250000		
11/27/2025 Thu	402 [STH]			8.000000		8.00
11/28/2025 Fri	405 [STFH]			8.000000		8.00
11/29/2025 Sat	401 [STW]	07:26AM	01:12PM	5.750000		8.50
	401 [STW]	04:47PM	07:29PM	2.750000		
11/30/2025 Sun	401 [STW]	05:24AM	12:03PM	6.500000		6.50

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]									40.00
6 [FH]					8.00		8.00		
401 [STW]	1[UNUSED]	39.75		39.75					
402 [STH]	1[UNUSED]	8.00		8.00					
405 [STFH]	1[UNUSED]	8.00		8.00					
TOTALS		55.75		55.75	8.00		8.00		72.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday November 24th 2025

Picked up brush – 2 hours

Put plow on UTV – 2 hours

Worked in shop – 3 hours

Hung Christmas lights – 1 hour

Board meeting – 1 hour

Tuesday November 25th 2025

Meter reading – 2 hours

Hauled salter to shop – 1 hour

Farm N Fleet rin – 1 hour

Picked up brush – 2 hour

Worked in shop – 1.5 hours

Wednesday November 26th 2025

Got plow truck ready and loaded – 8 hours

Thursday November 27th 2025

Holiday

Friday November 28th 2025

Vacation Day - *Floating Hol.*

Saturday November 29th 2025

Weekend rounds and plowed – ^{8.5}10 hours

Sunday November 30th 2025

Weekend rounds – 2 hours

Plowed snow – ^{4.5}6 hours

Time Distribution Report.LC - Allocation of hours

Report Date: 12/10/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 11:01:15 AM

12/01/2025 - 12/07/2025 [7 days]

DEPT	(G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]					
AD [General Admin]		501[TRW]	23.75	0.00	23.75
AD [General Admin]		511[CW]	12.75	0.00	12.75
SE [Sewer]		305[SADW]	1.50	0.00	1.50
WA [Water]		605[WADW]	1.50	0.00	1.50
AD001 [PHELAN, LORI L] Total:			39.50	0.00	39.50
Employee: AD005 [RINIKER, MARJORIE]					
AD [General Admin]		701[ADSW]	24.75	0.00	24.75
PA [Parks]		101[PAW]	8.75	0.00	8.75
SE [Sewer]		305[SADW]	1.50	0.00	1.50
WA [Water]		605[WADW]	1.50	0.00	1.50
AD005 [RINIKER, MARJORIE] Total:			36.50	0.00	36.50
Employee: PW003 [JOHNSON, HARRY]					
FM [FACILITES MAINTENANCE]		611[FMW]	9.50	0.00	9.50
SP [Streets Plowing]		401[STW]	13.25	0.00	13.25
PW003 [JOHNSON, HARRY] Total:			22.75	0.00	22.75
Employee: PW007 [LARKINS, LAMONT]					
SE [Sewer]		301[SEW]	21.50	2.00	23.50
SP [Streets Plowing]		401[STW]	11.00	0.00	11.00
WA [Water]		601[WAW]	7.50	0.00	7.50
PW007 [LARKINS, LAMONT] Total:			40.00	2.00	42.00
Employee: SP004 [MECKLEY, KEVIN]					
PA [Parks]		101[PAW]	2.00	0.00	2.00
SE [Sewer]		301[SEW]	1.00	2.00	3.00
SP [Streets Plowing]		401[STW]	30.50	6.75	37.25
ST [Streets]		401[STW]	5.50	0.00	5.50
WA [Water]		601[WAW]	1.00	2.00	3.00
SP004 [MECKLEY, KEVIN] Total:			40.00	10.75	50.75
Grand Totals:			178.75	12.75	191.50

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:40 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
12/01/2025 Mon	501 [TRW]	08:03AM	12:46PM	4.7500000		8.00
	501 [TRW]	01:14PM	04:30PM	3.2500000		
12/02/2025 Tue	501 [TRW]	07:58AM	02:38PM	6.7500000		6.75
12/03/2025 Wed	501 [TRW]	08:02AM	12:30PM	4.5000000		7.50
	501 [TRW]	01:30PM	04:30PM*	3.0000000		
12/04/2025 Thu	501 [TRW]	08:02AM	12:18PM	4.2500000		11.75
	501 [TRW]	01:29PM	04:54PM	3.5000000		
	501 [TRW]	05:45PM*	09:48PM*	4.0000000		
12/05/2025 Fri	501 [TRW]	08:00AM	01:28PM	5.5000000		5.50

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]					66.75	4.00			70.75
6 [FH]									4.00
501 [TRW]	1[UNUSED]	39.50		39.50					
TOTALS		39.50		39.50	66.75	4.00			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 1-7, 2025

Monday 12/1

- Treasurer (5 hrs)
 - Monthly interest receipts
 - Receive/save/print bank statements
- Clerk (3 hrs)
 - Timesheet edits/distribution
 - Draft meeting agenda

Tuesday 12/2

- Treasurer (5 hrs)
 - 2025 PA-687
 - 2025 Millrate worksheet
 - DOR Reports filed
 - 2025 TID worksheet
 - 2025 Levy Limit worksheet
- Clerk (1.75 hrs)
 - BOT agenda
 - Review with BB
 - Publish, post, notifications

Wednesday 12/3

- Treasurer (6 hrs)
 - Credit card statement
 - ACH check reports for BOT meeting
 - Process board payroll
- Clerk (1.5 hrs)
 - Income survey status
 - Print surveys (for door to door)

Thursday 12/4

- Treasurer (6.75 hrs)
 - Prepare checks for board meeting
 - Bank Reconciliation
- Clerk (5 hrs)
 - Meeting prep
 - Budget Hearing/BOT Meeting

Friday 12/5

- Treasurer (1 hr)
 - Post adopted budgets
 - Mail checks
- Clerk (1.5 hr)
 - Draft minutes
 - Email clerk list-Special assessments question
- Utility Admin (3 hrs)
 - Phone calls
 - Resident Working group nominations
 - Advance notice water valve installation/water shut off

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:40 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
12/01/2025 Mon	701 [ADSW]	07:58AM	01:33PM	5.5000000		8.00
	701 [ADSW]	02:06PM	04:31PM	2.5000000		
12/02/2025 Tue	701 [ADSW]	07:55AM	01:02PM	5.0000000		9.50
	701 [ADSW]	01:48PM	04:28PM	2.7500000		
	701 [ADSW]	06:12PM	07:53PM	1.7500000		
12/03/2025 Wed	701 [ADSW]	07:53AM	02:02PM	6.0000000		7.50
	701 [ADSW]	03:02PM	04:29PM	1.5000000		
12/04/2025 Thu	701 [ADSW]	07:55AM	03:33PM	7.5000000		7.50
12/05/2025 Fri	701 [ADSW]	08:05AM	12:02PM	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
3 [SICK]					40.00	4.00			44.00
6 [FH]									4.00
701 [ADSW]	1[UNUSED]	36.50		36.50					
TOTALS		36.50		36.50	40.00	4.00			64.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Marjorie Riniker*
Employee Signature

x *Lai L. Phelan*
Supervisor Signature

Marj Riniker

Week of

12/1/2025	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences						0
Invoices	2.25	0.75	2	0.75	0.5	6.25
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.75	2.5	1	0.5	0.5	5.25
Social Media (create content, moniter accts, posting)			1	1.5	1.25	3.75
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	2.5	2.5	1	2	1.25	9.25
meetings - inperson or online						0
Clerk/treasurer				0.25		0.25
grant work						0
Property tax						0
Elections						0
PTO						0
Daily totals	5.5	5.75	5	5	3.5	
Admin/Deputy Totals						24.75
Park/Rec						
Event planning	0.5	1	0.25			1.75
Meetings/prep	0.75	2	1.5			4.25
Social Media	0.75	0.5	0.5	1		2.75
Daily totals	2	3.5	2.25	1	0	
Park/Rec Totals						8.75
Utility						
Billing	0.5	0.25	0.25	1.5	0.5	3
Daily totals	0.5	0.25	0.25	1.5	0.5	
Utility Totals						3
Daily totals	8	9.5	7.5	7.5	4	
Total hours						36.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:40 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
12/01/2025 Mon	401 [STW]	08:05AM	01:39PM	5.7500000		5.75
12/02/2025 Tue	401 [STW]	08:04AM	12:05PM	4.0000000		4.00
12/03/2025 Wed	401 [STW]	08:05AM	12:08PM	4.2500000		4.25
12/05/2025 Fri	401 [STW]	08:05AM	12:20PM	4.2500000		4.25
12/07/2025 Sun	401 [STW]	06:37AM	11:02AM	4.5000000		4.50

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]	22.75		22.75					
TOTALS		22.75		22.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Scott Adams*
Supervisor Signature

Mon 12/1 Plowed snow
 Tues 12/2 emptied garbage at RCC Plowed snow
 Wed 12/3 Cleared room 112, Tested smoke detectors, with fire & safety equipment
 Fri 12/5 worked at RCC, washed mop heads & broom heads, sweep flooring at treatment plant
 Sun 12/7 Plowed snow

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:40 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
12/01/2025 Mon	301 [SEW]	06:05AM	12:23PM	6.5000000		8.50
	301 [SEW]	12:48PM	03:07PM	2.0000000		
12/02/2025 Tue	301 [SEW]	06:04AM	12:07PM	6.0000000		8.50
	301 [SEW]	12:33PM	03:01PM	2.5000000		
12/03/2025 Wed	301 [SEW]	06:00AM	12:10PM	6.2500000		8.00
	301 [SEW]	12:43PM	02:33PM	1.7500000		
12/04/2025 Thu	301 [SEW]	06:02AM	12:04PM	6.0000000		10.50
	301 [SEW]	12:34PM	02:31PM	2.0000000		
	301 [SEW]	06:20PM	08:40PM	2.5000000		
12/05/2025 Fri	301 [SEW]	05:57AM	12:30PM*	4.5000000	2.0000000	6.50

Summary - PW007 [LARKINS, LAMONT]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]					16.00	4.00			20.00
301 [SEW]	1[UNUSED]	40.00	2.00	42.00					
TOTALS		40.00	2.00	42.00	16.00	4.00			20.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log December 1-5

Monday 12/01/2025:

Water Daily Operations - 1 hour

Sewer Daily Operations - 3 hours

Snow removal – 4 hours

Tuesday 12/02/2025:

Water Daily Operations – 1 hour

Sewer Daily Operations – 3 hours

Snow removal – 4 hours

Wednesday 12/03/2025:

Water Daily Operations, started water EMOR – 2 hours

Sewer Daily Operations -3 hours

Snow removal – 3 hours

Thursday 12/04/2025:

Water Daily Operations, finished water EMOR -2 hours

Sewer Daily Operations, cleaning sewer plant, finished sewer EMOR- 6 hours

Friday 12/05/2025:

Collected WET test sample and delivered in Superior - hours

6.5

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/08/2025

12/01/2025 - 12/07/2025 [7 days]

Report Time: 8:57:41 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
12/01/2025 Mon	401 [STW]	07:00AM	12:15PM	5.2500000		8.00
	401 [STW]	12:43PM	03:25PM	2.7500000		
12/02/2025 Tue	401 [STW]	06:58AM	12:00PM	5.0000000		9.50
	401 [STW]	12:25PM	03:30PM	3.0000000		
12/03/2025 Wed	401 [STW]	06:16PM	07:45PM	1.5000000		8.00
	401 [STW]	06:55AM	12:00PM	5.0000000		
12/04/2025 Thu	401 [STW]	12:25PM	03:27PM	3.0000000		10.25
	401 [STW]	07:00AM	12:00PM	5.0000000		
12/05/2025 Fri	401 [STW]	12:26PM	03:27PM	3.0000000		7.75
	401 [STW]	06:16PM	08:36PM	2.2500000		
12/06/2025 Sat	401 [STW]	06:59AM	12:00PM	4.2500000	0.7500000	2.00
	401 [STW]	12:24PM	03:21PM		2.7500000	
12/07/2025 Sun	401 [STW]	07:47AM	09:47AM*		2.0000000	5.25
		06:05AM	11:13AM		5.2500000	

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]					40.00	4.00			44.00
6 [FH]									
401 [STW]	1[UNUSED]	40.00	10.75	50.75					
TOTALS		40.00	10.75	50.75	40.00	4.00			76.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 

Employee Signature

x 

Supervisor Signature

Monday December 1st 2025

Pushed back snow – 8 hours

Tuesday December 2nd 2025

Snow clean up – 8 hours

Park N Rec meeting – 2 hours

Wednesday December 3rd 2025

Snow clean up – 8 hours

Thursday December 4th 2025

Farm N Fleet run – 1 hour

Snow clean up – 7 hours

Board meeting – 2 hours

Friday December 5th 2025

Samples at treatment plant and rounds – 2 hours

Cleaned out snow by Collins shop – 3 hours

Worked in shop – 3 hours

Saturday December 6th 2025

Weekend rounds – 2 hours

Sunday December 7th 2025

Weekend rounds and plowed snow – 5 hours