

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

Report Date: 01/10/2025

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

Report Time: 10:05:04 AM

12/23/2024 - 01/05/2025 [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]			53.25	-2.25	20.00		9.00				80.00
PD [Police] Total:		0.00	53.25	-2.25	20.00	0.00	9.00	0.00	0.00	0.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		0.00	53.25	-2.25	20.00	0.00	9.00	0.00	0.00	0.00	80.00
Head Count:											1
Grand Total:		0.00	53.25	-2.25	20.00	0.00	9.00	0.00	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

Report Date: 12/31/2024

12/23/2024 - 12/29/2024 [7 days]

Report Time: 4:15:29 PM

PD011 [GORHAM, MICHAEL]			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
Pay Policy	203	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/23/2024 Mon	204 [POV]			9.0000000		9.00
12/24/2024 Tue	202 [POH]			4.0000000		4.00
12/25/2024 Wed	202 [POH]			8.0000000		8.00
12/26/2024 Thu	205 [POP]	04:00PM*	12:00AM*	8.0000000		8.00
12/27/2024 Fri	205 [POP]	07:00PM*	12:00AM*	5.0000000		5.00
12/28/2024 Sat	205 [POP]	12:00PM*	07:00PM*	7.0000000		7.00

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					9.25		9.00		0.25
3 [SICK]									142.00
6 [FH]									
202 [POH]	1[UNUSED]	12.00		12.00					
204 [POV]	1[UNUSED]	9.00		9.00					
205 [POP]	1[UNUSED]	20.00		20.00					
TOTALS		41.00		41.00	9.25		9.00		142.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/07/2025

12/30/2024 - 01/05/2025 [7 days]

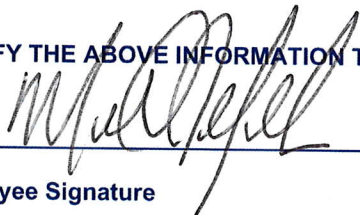
Report Time: 7:54:15 AM

PD011 [GORHAM, MICHAEL]			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
Pay Policy	203	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/30/2024 Mon	205 [POP]	04:00PM*	12:00AM*	8.0000000		8.00
12/31/2024 Tue	205 [POP]	10:00AM*	12:00AM*	14.0000000		14.00
01/01/2025 Wed	202 [POH]			8.0000000		8.00
01/02/2025 Thu	205 [POP]	08:00PM*	11:00PM*	3.0000000		3.00
01/03/2025 Fri	205 [POP]	08:00PM*	12:00AM*	4.0000000		4.00
01/04/2025 Sat	205 [POP]	12:40PM*	05:00PM*	4.2500000		4.25
01/05/2025 Sun	208 [PADJ]			-2.2500000		-2.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					0.25	120.00	160		120.25
3 [SICK]					142.00	4.00	hr?		146.00
6 [FH]						8.00			8.00
202 [POH]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	33.25		33.25					
208 [PADJ]	1[UNUSED]	-2.25		-2.25					
TOTALS		39.00		39.00	142.25	132.00			274.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Mike Phelan ✓

12-31 - 10:00 - 12:00 - 2

1-2 - 9:00 - 11:00 - 2

1-3 - 8:30 - 11:30 - 3

Total - 7

Mike Phelan ✓

12:23 - 8:30 - 11:30 - 3

6:00 - 8:00 - 2

Total - 5

Maggie's Hours

1 message

Deputy Clerk <deputyclerk@ridgewaywi.gov>
To: Lori Phelan <clerk@ridgewaywi.gov>

Tue, Jan 7, 2025 at 8:12 PM

Maggie's hours:

12/26: 12pm-4pm
12/30: 12pm-4pm
1/1: 8:45am-12pm & 2:45pm-4pm & 7:30-8:30pm
1/2: 11am-1pm
1/7: 6pm-8:15pm

next
pay period

4.0
4.0
5.5
~~2.0~~
15.5 ✓

208 Jarvis Street, Ridgeway, WI 53582
608-924-5881

www.ridgewaywi.gov

THE VILLAGE OF



RIDGEWAY

E-mail correspondence to and from this address may be subject to the open records law and may be disclosed to outside parties.

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

Report Date: 01/09/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 4:01:53 PM

12/23/2024 - 01/05/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	47.75 ✓	0.00	47.75
AD [General Admin]	502[TRH]	20.00 ✓	0.00	20.00
AD [General Admin]	511[CW]	5.50 ✓	0.00	5.50
SE [Sewer]	305[SADW]	4.00 ✓	0.00	4.00
WA [Water]	605[WADW]	4.00 ✓	0.00	4.00
AD001 [PHELAN, LORI L] Total:		81.25	0.00	81.25 ✓
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	2.00 ✓	0.00	2.00
SE [Sewer]	301[SEW]	2.00 ✓	0.00	2.00
SP [Streets Plowing]	401[STW]	9.00 ✓	0.00	9.00
ST [Streets]	401[STW]	12.25 ✓	0.00	12.25
WA [Water]	601[WAW]	2.00 ✓	0.00	2.00
PW003 [JOHNSON, HARRY] Total:		27.25	0.00	27.25 ✓
Employee: SP003 [LOSBY, BRADEN]				
SE [Sewer]	301[SEW]	51.00 ✓	3.00 ✓	54.00
SE [Sewer]	302[SEH]	10.00 ✓	0.00	10.00
SP [Streets Plowing]	401[STW]	2.00 ✓	0.00	2.00
WA [Water]	601[WAW]	18.00 ✓	1.00 ✓	19.00
WA [Water]	602[WAH]	10.00 ✓	0.00	10.00
SP003 [LOSBY, BRADEN] Total:		91.00	4.00	95.00
Grand Totals:		199.50	4.00	203.50

END OF REPORT

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

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
12/23/2024 Mon	401 [STW]	08:16AM	11:37AM	3.2500000		3.25
12/26/2024 Thu	401 [STW]	08:23AM	12:34PM	4.0000000		4.00
12/27/2024 Fri	401 [STW]	08:15AM	12:01PM	3.7500000		3.75

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]	11.00		11.00					
TOTALS		11.00		11.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 12/23 Took boxes to RCC, streets
 Thurs 12/26 cleared snow, read water meters
 Fri 12/27 Filled flower with salts, cut up cardboard

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/30/2024

12/23/2024 - 12/29/2024 [7 days]

Report Time: 8:04:05 AM

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	PW
Pay Type	3	Last Name	LOSBY
Pay Policy	300	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/23/2024 Mon	301 [SEW]	06:55AM	12:28PM	5.5000000		7.50
	401 [STW]	06:27PM	08:27PM*	2.0000000		
12/24/2024 Tue	302 [SEH]			2.0000000		6.00
	301 [SEW]	08:10AM	10:10AM*	2.0000000		
	602 [WAH]			2.0000000		
12/25/2024 Wed	302 [SEH]			4.0000000		10.00
	601 [WAW]	10:17AM	12:17PM*	2.0000000		
	602 [WAH]			4.0000000		
12/26/2024 Thu	301 [SEW]	06:53AM	12:35PM	5.5000000		8.25
	301 [SEW]	01:07PM	03:38PM	2.7500000		
12/27/2024 Fri	301 [SEW]	06:55AM	02:10PM	7.2500000		7.25
12/28/2024 Sat	301 [SEW]	01:16PM	03:16PM*	2.0000000		2.00
12/29/2024 Sun	601 [WAW]	12:42PM	02:42PM*	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]									53.75
6 [FH]									
7 [BREV]									
301 [SEW]	1[UNUSED]	25.00		25.00					
302 [SEH]	1[UNUSED]	6.00		6.00					
401 [STW]	1[UNUSED]	2.00		2.00					
601 [WAW]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	6.00		6.00					
TOTALS		43.00		43.00					100.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BC

Employee Signature

X _____

Supervisor Signature

Monday Dec 23 2024:

Daily rounds. – 2 hours

Salting roads. – 2 hours

Cleaning skimmers and screen. – 3 hours

Tuesday Dec 24 2024:

Daily rounds. – 2 hours

Wednesday Dec 25 2024:

Daily rounds. – 2 hours

Thursday Dec 26 2024:

Daily rounds. – 2 hours

Meter reads. – 3 hours

Cleaning skimmers and screen. – 3 hours

Friday Dec 27 2024:

Daily rounds. – 2 hours

Monthly Water/wastewater reports. – 3 hours

Scrubbing clarifiers. – 2 hours

Saturday Dec 28 2024:

Weekend rounds. – 2 hours

Sunday Dec 29 2024:

Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 12/30/2024

12/23/2024 - 12/29/2024 [7 days]

Report Time: 8:04:05 AM

AD001 [PHELAN, LORI L]			
Employee ID	AD001	DEPT(G2)	AD
Pay Type	3	Last Name	PHELAN
		Pay Policy	500
		First Name	LORI L

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/23/2024 Mon	501 [TRW]	08:02AM	01:31PM	5.5000000		10.50
	501 [TRW]	02:00PM	04:56PM	3.0000000		
	511 [CW]	05:45PM*	07:45PM*	2.0000000		
12/24/2024 Tue	502 [TRH]			4.0000000		8.25
	501 [TRW]	07:57AM	12:21PM	4.2500000		
12/25/2024 Wed	502 [TRH]			8.0000000		8.00
12/26/2024 Thu	501 [TRW]	08:00AM	12:58PM	5.0000000		8.50
	501 [TRW]	01:29PM	05:03PM	3.5000000		
12/27/2024 Fri	501 [TRW]	07:57AM	12:36PM	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]									49.00
3 [SICK]									30.25
6 [FH]									
501 [TRW]	1[UNUSED]	25.75		25.75					
502 [TRH]	1[UNUSED]	12.00		12.00					
511 [CW]	1[UNUSED]	2.00		2.00					
TOTALS		39.75		39.75					79.25

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 December 23-29, 2024

Monday

- Utility Receipts (1 hr)
- Prop Tax receipts
- HeyGov Meet
 - Dog License
 - Utility payments
- BOT Meeting

Tuesday

- Tax Receipts
- Utility (2 hrs)
 - Receipts
 - Late Fees
- Bank Deposits
- Timesheet
 - Allocations
 - Enter in WH
- Half Day Holiday

Wednesday

- Holiday

Thursday

- Process Payroll
- Utility (1 hr)
 - Acct move in/out
 - Final bills
- Tax receipts

Friday

- Utility bill insert (1 hr)
- Applicant letters

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/07/2025

12/30/2024 - 01/05/2025 [7 days]

Report Time: 7:54:15 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
12/30/2024 Mon	401 [STW]	08:19AM	12:13PM	4.000000		4.00
12/31/2024 Tue	401 [STW]	07:56AM	12:27PM	4.500000		4.50
01/02/2025 Thu	401 [STW]	08:28AM	12:15PM	3.750000		3.75
01/03/2025 Fri	401 [STW]	08:16AM	12:12PM	4.000000		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]	16.25		16.25					

TOTALS		16.25		16.25					
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x _____
Supervisor Signature

Mon 12/30 streets
 Tues 12/31 streets
 Thurs 1/2 washed vehicles
 Fri 1/3 cleaned bathrooms at RLC, served 10 day disconnects

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/07/2025

12/30/2024 - 01/05/2025 [7 days]

Report Time: 7:54:15 AM

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	PW
Pay Type	3	Last Name	LOSBY
Pay Policy	300	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
12/30/2024 Mon	301 [SEW]	07:01AM	12:21PM	5.2500000		7.75
	301 [SEW]	12:56PM	03:32PM	2.5000000		
12/31/2024 Tue	301 [SEW]	06:55AM	11:54AM	5.0000000		8.25
	301 [SEW]	12:30PM	03:38PM	3.2500000		
01/01/2025 Wed	602 [WAH]			4.0000000		15.00
	301 [SEW]	10:14AM	05:17PM	7.0000000		
	302 [SEH]			4.0000000		
01/02/2025 Thu	301 [SEW]	06:54AM	05:31PM	10.5000000		10.50
01/03/2025 Fri	301 [SEW]	06:53AM	12:34PM	5.5000000		5.50

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				46.25
3 [SICK]					53.75	-53.75			
6 [FH]									
7 [BREV]									
301 [SEW]	1[UNUSED]	39.00		39.00					
302 [SEH]	1[UNUSED]	4.00		4.00					
602 [WAH]	1[UNUSED]	4.00		4.00					
TOTALS		47.00		47.00	100.00	-53.75			46.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL by LP
Employee Signature

x _____
Supervisor Signature

Monday Dec 30 2024:

Daily rounds. – 2 hours

Cleaning skimmers and screen. – 3 hours

Looking over new permit and making necessary emails and calls to labs for added sampling requirements. – 3 hours

Tuesday Dec 31 2024:

Daily rounds. – 2 hours

Getting things ready for Dodgeville crew. – 2 hours

Year end reports. – 2 hours

Staff meeting to go over new plan. – 2 hours

Wednesday Jan 1 2025:

Daily rounds. – 2 hours

Year end reports. – 3 hours

Inspecting lift stations. – 2 hours

Thursday Jan 2 2025:

Daily rounds. – 2 hours

Training Dodgeville crew. – 6 hours

Year end reports. – 2.5 hours

Friday Jan 3 2025:

Daily rounds. – 2 hours

Training Dodgeville crew. – 3.5 hours

Saturday Jan 4 2025:

Weekend rounds. – 2 hours

Sunday Jan 5 2025:

Weekend rounds. – 2 hours

Getting things ready for Dodgeville crew. – 1 hour

*Begin
Contract
work*

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/07/2025

12/30/2024 - 01/05/2025 [7 days]

Report Time: 7:54:15 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
12/30/2024 Mon	501 [TRW]	07:54AM	01:45PM*	5.7500000		8.75
	501 [TRW]	02:12PM*	05:22PM	3.0000000		
12/31/2024 Tue	501 [TRW]	08:00AM	01:13PM	5.2500000		8.25
	501 [TRW]	01:40PM	04:52PM	3.0000000		
01/01/2025 Wed	502 [TRH]			8.0000000		8.00
01/02/2025 Thu	501 [TRW]	07:59AM	04:38PM	8.7500000		8.75
01/03/2025 Fri	501 [TRW]	08:02AM	03:52PM	7.7500000		7.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					49.00	144.00			193.00
3 [SICK]					30.25	4.00			34.25
6 [FH]						8.00			8.00
501 [TRW]	1[UNUSED]	33.50		33.50					
502 [TRH]	1[UNUSED]	8.00		8.00					
TOTALS		41.50		41.50	79.25	156.00			235.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X _____
Employee Signature

X _____
Supervisor Signature

Lori Phelan

Time Distribution Work Log Week of December 30, 2024 - January 5, 2025

Monday

- Print/distribute timesheets
- Dog Licenses
- Utility Receipts (1 hr)
- Prop Tax receipts

Tuesday

- Receive Candidate papers
- Tax receipts
 - To county for payments rec'd there
- Website updates
- Bank Deposits
- Prepare and submit 4th Qtr wage and unemployment reports
 - Mail 941 and 941sb
 - Upload unemployment report

Wednesday

- Holiday

Thursday

- 2025 Accounting Updates
 - Adopt budgets in WH
 - Print and save WH budgets
 - Post to website
 - Process Beginning balances
- Bank Reconciliations

Friday

- Tax receipts
- Unemployment quarterly filing update
- Prepare/post agenda BOT Meeting
 - Checks for board approval
 - Credit card receipts
 - Prior month ACH