

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

Report Date: 01/22/2025

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

Report Time: 4:34:21 PM

01/06/2025 - 01/19/2025 [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
LOC: 1 [Village of Ridgeway]										
DEPT: PD [Police]										
GORHAM, MICHAEL [PD011]			83.00	-3.00					13.00	93.00
PD [Police] Total:		0.00	83.00	-3.00	0.00	0.00	0.00	0.00	13.00	93.00
<i>Head Count:</i>										1
1 [Village of Ridgeway] Total:		0.00	83.00	-3.00	0.00	0.00	0.00	0.00	13.00	93.00
<i>Head Count:</i>										1
Grand Total:		0.00	83.00	-3.00	0.00	0.00	0.00	0.00	13.00	93.00
<i>Head Count:</i>										1

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/13/2025

01/06/2025 - 01/12/2025 [7 days]

Report Time: 10:57:14 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
01/06/2025 Mon	205 [POP]	08:00AM*	04:00PM*	8.0000000		12.00
	205 [POP]	05:00PM*	09:00PM*	4.0000000		
01/07/2025 Tue	205 [POP]	08:00AM*	04:00PM*	8.0000000		8.00
01/08/2025 Wed	205 [POP]	08:00AM*	04:00PM*	8.0000000		10.50
	205 [POP]	06:00PM*	08:30PM*	2.5000000		
01/09/2025 Thu	205 [POP]	08:00AM*	04:00PM*	8.0000000		8.00
01/10/2025 Fri	205 [POP]	08:00AM*	12:00PM*	4.0000000		9.00
	205 [POP]	07:00PM*	12:00AM*	5.0000000		
01/11/2025 Sat	206 [POG]	06:00PM*	01:00AM*	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]									160.25
3 [SICK]									146.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	47.50		47.50					
206 [POG]	1[UNUSED]	7.00		7.00					
TOTALS		54.50		54.50					314.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____

Employee Signature

X _____

Supervisor Signature

1-11-2025 - 1800-0100 - Traffic Green

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/20/2025

01/13/2025 - 01/19/2025 [7 days]

Report Time: 10:47:01 AM

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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/13/2025 Mon	205 [POP]	12:30PM*	06:00PM*	5.5000000		5.50
01/14/2025 Tue	205 [POP]	04:00PM*	01:00AM*	9.0000000		9.00
01/15/2025 Wed	205 [POP]	06:00PM*	11:00PM*	5.0000000		5.00
01/16/2025 Thu	205 [POP]	11:00AM*	11:00PM*	12.0000000		12.00
01/18/2025 Sat	206 [POG]	06:00PM*	12:00AM*	6.0000000		6.00
01/19/2025 Sun	205 [POP]	12:00AM*	01:00AM*	1.0000000		1.00
	205 [POP]	08:00PM*	11:00PM*	3.0000000		
	208 [PADJ]			-3.0000000		1.00

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]									146.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	35.50		35.50					
206 [POG]	1[UNUSED]	6.00		6.00					
208 [PADJ]	1[UNUSED]	-3.00		-3.00					
TOTALS		38.50		38.50					314.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  Employee Signature

X _____ Supervisor Signature

Mike Phelan ✓

1-6-8:00-10:00-2

1-7-8:30-11:30-3

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

1-10-8:30-10:30-2

~~Total~~ - 10

1-12-9:00-11:00-2

Total - 12

Hours

Braden Losby <bradenlosby@yahoo.com>
To: Lori Phelan <clerk@ridgewaywi.gov>

Thu, Jan 16, 2025 at 12:37 PM

- 1-6-25 3 hours dumping digesters and reports
- 1-8-25 2 hours looking into water tower issue
- 1-11-25 2 hours weekend rounds
- 1-12-25 2 hours weekend rounds

Sent from Yahoo Mail for iPhone

Sewer - 5
Water - 4
9

Hours

1 message

Braden Losby <bradenlosby@yahoo.com>
To: Lori Phelan <clerk@ridgewaywi.gov>

Mon, Jan 20, 2025 at 10:14 AM

- 1-16-25 2 hours working with Dennis on computer issue at wwtp
- 1-18-25 2 hours weekend rounds
- 1-19-25 2 hours weekend rounds

Sent from Yahoo Mail for iPhone

Sewer - 4
Water - 2

6

RECEIVED
JAN 20 2025
village of ridgeway

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

Report Date: 01/22/2025

Primary Sort By: Employee;DEPT(G2)

Report Time: 3:54:22 PM

01/06/2025 - 01/19/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	41.75	11.25	53.00
AD [General Admin]	504[TRV]	4.00	0.00	4.00
AD [General Admin]	511[CW]	12.00	0.00	12.00
EL [ADMIN-ELECTION]	551[ECW]	3.00	0.00	3.00
SE [Sewer]	305[SADW]	0.25	0.00	0.25
WA [Water]	605[WADW]	5.25	0.00	5.25
AD001 [PHELAN, LORI L] Total:		66.25	11.25	77.50
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	43.00	0.00	43.00
PA [Parks]	101[PAW]	12.00	0.00	12.00
SE [Sewer]	305[SADW]	8.50	0.00	8.50
WA [Water]	605[WADW]	8.50	0.00	8.50
AD005 [RINIKER, MARJORIE] Total:		72.00	0.00	72.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	14.50	0.00	14.50
SE [Sewer]	301[SEW]	3.00	0.00	3.00
ST [Streets]	401[STW]	11.00	0.00	11.00
WA [Water]	601[WAW]	16.00	0.00	16.00
PW003 [JOHNSON, HARRY] Total:		44.50	0.00	44.50
Employee: SP004 [MECKLEY, KEVIN]				
ST [Streets]	401[STW]	32.00	0.00	32.00
SP004 [MECKLEY, KEVIN] Total:		32.00	0.00	32.00
Grand Totals:		214.75	11.25	226.00

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/13/2025

01/06/2025 - 01/12/2025 [7 days]

Report Time: 10:57:13 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
01/06/2025 Mon	501 [TRW]	07:00AM*	12:50PM	5.7500000		10.50
	501 [TRW]	01:17PM	06:01PM	4.7500000		
01/07/2025 Tue	501 [TRW]	07:51AM	12:46PM	5.0000000		9.75
	501 [TRW]	01:22PM	05:55PM	4.7500000		
01/08/2025 Wed	501 [TRW]	07:57AM	02:41PM	6.7500000		12.00
	501 [TRW]	03:19PM	08:36PM	5.2500000		
01/09/2025 Thu	501 [TRW]	08:04AM	03:06PM	7.0000000		8.75
	501 [TRW]	03:29PM	05:08PM	0.7500000	1.0000000	
01/10/2025 Fri	501 [TRW]	07:52AM	02:13PM		6.5000000	6.50
01/11/2025 Sat	501 [TRW]	09:47AM	01:29PM		3.7500000	3.75

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									193.00
3 [SICK]									34.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	40.00	11.25	51.25					
TOTALS		40.00	11.25	51.25					235.25

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 January 6-12, 2025

Monday

- New employee start day paperwork/tour/training
- ~~Print/distribute timesheets~~
- Water main break
 - Resident phone calls
 - Social post/subscriber notifications

Tuesday

- Print/distribute timesheets
- State insurance data for conversion
- Property tax receipts
- Training (1 hr)
 - Util Rec
- Freezer

Wednesday

- Training (2 hr)
 - Canva
 - Interfacing in WH
 - Entering dog licenses
- Water tower (2 hr)
- Print checks
- Prepare/pay January tax settlement
- Board meeting

Thursday

- Allocate timesheets
- Begin W2 processes
- Update employee wage/benefit information
- Train MR

Friday

- Calculate/process payroll
 - Pay 941
- Tax receipts
- Deposit

Saturday

- Enter tax receipts
- Process returned ck in utility (30 min)
- Prepare new employee forms
- Set up new employee in Novatime

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/20/2025

01/13/2025 - 01/19/2025 [7 days]

Report Time: 10:47:01 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
01/13/2025 Mon	701 [ADSW]	07:51AM	01:22PM	5.5000000		8.50
	701 [ADSW]	01:58PM	05:04PM	3.0000000		
01/14/2025 Tue	701 [ADSW]	07:52AM	01:22PM	5.5000000		9.75
	701 [ADSW]	01:52PM	05:58PM	4.2500000		
01/15/2025 Wed	701 [ADSW]	07:56AM	01:00PM	5.0000000		8.00
	701 [ADSW]	02:37PM	05:37PM	3.0000000		
01/16/2025 Thu	701 [ADSW]	08:03AM	12:35PM	4.5000000		6.75
	701 [ADSW]	02:18PM	04:29PM	2.2500000		
01/17/2025 Fri	701 [ADSW]	07:56AM	11:02AM	3.0000000		3.00

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x _____
Supervisor Signature

Week of Jan 13 - Jan 17

Monday -

- Utility payments (.25)
- Processed last day notices
- Worked on updating procedures

Tuesday -

- assisted customers
- utilities (3)
- filing
- trained with Maggie (1.5)

Wednesday -

- researched health care options
- trained on/processed utilities (1.5)
- learned final reads
- spent time in library straightening up
- trained with Maggie

Thurs -

- Utility payments (1 hr)
- Spent time in library
- Worked in Canva, learning
- Pulled invoices for freezer

Fri -

- Admin tasks
- Called for quotes on banners for snowmobilers
- Canva work on thank you

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/13/2025

01/06/2025 - 01/12/2025 [7 days]

Report Time: 10:57:14 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
01/06/2025 Mon	401 [STW]	08:23AM	12:33PM	4.0000000		4.00
01/07/2025 Tue	401 [STW]	08:16AM	12:45PM	4.5000000		4.50
01/08/2025 Wed	401 [STW]	08:23AM	12:29PM	4.0000000		
	601 [WAW]	01:30PM*	04:00PM*	2.5000000		6.50
01/09/2025 Thu	401 [STW]	08:00AM*	12:44PM	4.7500000		4.75
01/10/2025 Fri	401 [STW]	08:17AM	11:55AM	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]	21.00		21.00					
601 [WAW]	1[UNUSED]	2.50		2.50					
TOTALS		23.50		23.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Harry Johnson
Employee Signature

x _____
Supervisor Signature

Mon 1/6 Water main break, Helped at treatment plant ✓
 Tues 1/7 cleaned out freezer, checked heater at treatment plant
 Wed 1/8 opened treatment plant for Collins & Hynes, Water Tower
 Thurs 1/9 Water department
 Fri 1/10 check water towers well, cleaned treatment plant garage

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/20/2025

01/13/2025 - 01/19/2025 [7 days]

Report Time: 10:47:01 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
01/13/2025 Mon	501 [TRW]	07:57AM	12:38PM	4.7500000		8.50
	501 [TRW]	01:15PM	05:04PM	3.7500000		
01/14/2025 Tue	504 [TRV]			4.0000000		7.25
	501 [TRW]	06:53AM	07:55AM	1.0000000		
01/15/2025 Wed	501 [TRW]	02:32PM	04:44PM	2.2500000		8.00
	501 [TRW]	07:58AM	12:16PM	4.2500000		
01/16/2025 Thu	501 [TRW]	01:03PM	04:51PM	3.7500000		8.00
	501 [TRW]	07:57AM	12:05PM	4.0000000		
01/17/2025 Fri	501 [TRW]	12:45PM*	04:43PM*	4.0000000		4.25
	501 [TRW]	07:58AM	12:13PM	4.2500000		

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					193.00		4.00		189.00
3 [SICK]									34.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	32.00		32.00					
504 [TRV]	1[UNUSED]	4.00		4.00					
TOTALS		36.00		36.00	193.00		4.00		231.25

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 January 12-18, 2025

Monday

- Print/distribute timesheets
- Emails
- Prop Tax Receipts
- Election information

Tuesday

- KM first day
 - Shop access
 - Timesheets
 - New employee paperwork
- DPW interviews
 - Schedule
 - Prepare agenda
- Vacation half day

Wednesday

- Property tax
- HeyGov/WH interface
- Election preparation/primary/spring ballot order

Thursday

- Bank deposit for courier
- Pollworker schedules- 02/18 & 04/01
- WRS Annual Report
- Uniform changes

Friday

- WRS annual report
- Principal Life new employee
- Bank Deposit

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/13/2025

01/06/2025 - 01/12/2025 [7 days]

Report Time: 10:57:13 AM

AD005 [RINIKER, MARJORIE]			
Employee ID	AD005	DEPT(G2)	AD
Pay Type	3	Last Name	RINIKER
Pay Policy	700	First Name	MARJORIE

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/06/2025 Mon	701 [ADSW]	08:00AM*	01:00PM*	5.0000000		8.00
	701 [ADSW]	01:30PM*	04:30PM*	3.0000000		
01/07/2025 Tue	701 [ADSW]	08:03AM	01:33PM	5.5000000		10.25
	701 [ADSW]	02:02PM	04:36PM	2.5000000		
	701 [ADSW]	06:03PM	08:15PM	2.2500000		
01/08/2025 Wed	701 [ADSW]	07:58AM	11:58AM	4.0000000		7.75
	701 [ADSW]	01:36PM	04:36PM	3.0000000		
	701 [ADSW]	06:54PM	07:40PM	0.7500000		
01/09/2025 Thu	701 [ADSW]	07:57AM	12:47PM	4.7500000		7.00
	701 [ADSW]	02:17PM	04:27PM	2.2500000		
01/10/2025 Fri	701 [ADSW]	07:54AM	11:00AM	3.0000000		3.00

Summary - AD005 [RINIKER, MARJORIE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Marj Riniker
 Employee Signature

X _____
 Supervisor Signature

Week of Jan 6 - Jan 10

Monday -

- Read manual and train on opening procedures
- Learned how to do utility payments (2 hrs)
- Filled out paperwork

Tuesday -

- Opening procedures
- Trained on misc procedures
- Prepped for Park & Rec meeting
- Train on Utility payments (1 hr)
- attended Park & rec mtg
- assisted customers

Wednesday -

- did opening routine
- explored Canva
- posted FB
- learned basics of Municode
- Utility payments (1 hr)
- learned dog licensing
- researched banners
- attended Board meeting

Thurs -

- Utility payments (1.5 hrs)
- Learned posting on FB/website/notifications
- Assisted library ladies
- Set up file folders for 2025
- Did dog tags

Fri -

- Admin tasks
- Zoom meeting
- Worked in Canva

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
01/13/2025 Mon	401 [STW]	08:16AM	12:19PM	4.0000000		4.00
01/14/2025 Tue	401 [STW]	07:46AM	12:01PM	4.2500000		4.25
01/15/2025 Wed	401 [STW]	08:13AM	12:16PM	4.0000000		4.00
01/16/2025 Thu	401 [STW]	09:45AM	12:18PM	2.5000000		
	401 [STW]	01:17PM	03:48PM	2.5000000		5.00
01/17/2025 Fri	401 [STW]	08:23AM	12:09PM	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]	21.00		21.00					
TOTALS		21.00		21.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X _____
Supervisor Signature

1/13 Mon Filled Tracks with salt, pushed back brush pile
 1/14 Tues Plowed snow, showed Kevin around town
 1/15 wed Moped floors at RCU, adjusted heaters in bath rooms
 1/16 Thurs checked vacuum cleaner belt, checked drain in bath room
 1/17 Fri Took down christmas street lights, checked WWTP heaters

Employee Timecard - LPHELAN-07/27/2015

Report Date: 01/20/2025

01/13/2025 - 01/19/2025 [7 days]


Report Time: 10:47:01 AM

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

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
01/14/2025 Tue	401 [STW]	06:59AM	12:30PM	5.5000000		8.00
	401 [STW]	12:59PM	03:30PM	2.5000000		
01/15/2025 Wed	401 [STW]	07:01AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/16/2025 Thu	401 [STW]	07:00AM	12:30PM	5.5000000		8.00
	401 [STW]	01:00PM	03:30PM	2.5000000		
01/17/2025 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
401 [STW]	1[UNUSED]	32.00		32.00					
TOTALS		32.00		32.00					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

*Streets - Training w/ Harry and getting familiar w/ equipment.
Organize shop*