VILLAGE OF RIDGEWAY

Report Date: 06/11/2025

Report Time: 12:25:56 PM

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

Primary Sort By: Employee;DEPT(G2)

05/26/2025 - 06/08/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	39.25	0.00	39.25
AD [General Admin]	502[TRH]	4.00	0.00	4.00
AD [General Admin]	511[CW]	25.00	0.00	25.00
AD [General Admin]	512[CH]	4.00	0.00	4.00
SE [Sewer]	305[SADW]	1.25	0.00	1.25
WA [Water]	605[WADW]	1.25	0.00	1.25
AD001 [PHELAN, LORI L] Total:		**74.75**	**0.00**	**74.75**
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	27.75	0.00	27.75
AD [General Admin]	702[ADSH]	8.00	0.00	8.00
PA [Parks]	101[PAW]	30.75	0.00	30.75
SE [Sewer]	305[SADW]	3.00	0.00	3.00
WA [Water]	605[WADW]	3.00	0.00	3.00
AD005 [RINIKER, MARJORIE] Total:		**72.50**	**0.00**	**72.50**
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	11.25	0.00	11.25
PA [Parks]	101[PAW]	11.50	0.00	11.50
ST [Streets]	401[STW]	21.00	0.00	21.00
PW003 [JOHNSON, HARRY] Total:		**43.75**	**0.00**	**43.75**
Employee: PW006 [DOESCHER, JERRY]				
SE [Sewer]	301[SEW]	13.25	0.00	13.25
WA [Water]	601[WAW]	8.75	0.00	8.75
PW006 [DOESCHER, JERRY] Total:		**22.00**	**0.00**	**22.00**
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	27.00	0.00	27.00
SE [Sewer]	301[SEW]	3.25	2.00	5.25
ST [Streets]	401[STW]	43.00	3.00	46.00
ST [Streets]	402[STH]	8.00	0.00	8.00
WA [Water]	601[WAW]	4.25	2.00	6.25
SP004 [MECKLEY, KEVIN] Total:		**85.50**	**7.00**	**92.50**
Grand Totals:		**298.50**	**7.00**	**305.50**

END OF REPORT

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

VILLAGE OF RIDGEWAY

Report Date: 06/02/2025

Report Time: 8:04:20 AM

Employee Timecard - LPHELAN-07/27/2015

05/26/2025 - 06/01/2025 [7 days]

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
05/26/2025 Mon	512 [CH]			4.0000000		
	502 [TRH]			4.0000000		8.00
05/27/2025 Tue	501 [TRW]	08:02AM	12:47PM	4.7500000		
	501 [TRW]	01:24PM	04:50PM	3.2500000		8.00
05/28/2025 Wed	501 [TRW]	07:56AM	03:26PM	7.5000000		
	501 [TRW]	05:28PM	09:18PM	3.7500000		11.25
05/29/2025 Thu	501 [TRW]	07:50AM	02:53PM	7.2500000		7.25
05/30/2025 Fri	501 [TRW]	09:30AM*	11:30AM	2.0000000		2.00

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									133.50
3 [SICK]					50.25	4.00			54.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	28.50		28.50					
502 [TRH]	1[UNUSED]	4.00		4.00					
512 [CH]	1[UNUSED]	4.00		4.00					
TOTALS		**36.50**		**36.50**	**50.25**	**4.00**			**195.75**

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 May 26-June 1, 2025

Monday 5/26
- Holiday

Tuesday 5/27
- Park (1.5 hr)
  - Concession orders
- Utility (1.5 hr)
  - Process NSF/train Marj
  - Online payment processing
- Clerk (2.25 hr)
  - Timesheet distribution/allocation
  - emails
- Treasurer (3 hrs)
  - Credit card transactions/missing receipts
  - Concession stand, fireworks, Farmers Market proceeds

Wednesday 5/28
- Clerk
  - Code of Ordinances (1 hr)
    - Rebublished put in binders
    - Meet w/Scott-Municode
  - Special BOT Meeting
- Treasurer
  - Invoice payment
- Utility (30 min)
  - Trimble troubleshooting w/Kevin

Thursday 5/29
- Clerk (2.5 hrs)
  - Process payroll
- Treasurer (2 hrs)
  - Bank transactions
    - Order change-concession stand
    - Deposit Courier-cash
    - Deposit Remote-checks

Friday 5/30
- Treasurer
  - Adjusting JE's
  - Monthly recurring entries
  - Concession stand drawer balance, set up

VILLAGE OF RIDGEWAY

Report Date: 06/02/2025

Report Time: 8:04:20 AM

Employee Timecard - LPHELAN-07/27/2015

05/26/2025 - 06/01/2025 [7 days]

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
05/26/2025 Mon	702 [ADSH]			8.0000000		8.00
05/27/2025 Tue	701 [ADSW]	07:51AM	01:39PM	6.0000000		
	701 [ADSW]	02:19PM	04:32PM	2.2500000		8.25
05/28/2025 Wed	701 [ADSW]	07:56AM	01:17PM	5.2500000		
	701 [ADSW]	01:51PM	04:43PM	3.0000000		8.25
05/29/2025 Thu	701 [ADSW]	07:48AM	01:18PM	5.5000000		
	701 [ADSW]	01:49PM	04:30PM	2.7500000		8.25
05/30/2025 Fri	701 [ADSW]	07:54AM	12:00PM	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
3 [SICK]					16.00	4.00			20.00
701 [ADSW]	1[UNUSED]	28.75		28.75					
702 [ADSH]	1[UNUSED]	8.00		8.00					
TOTALS		**36.75**		**36.75**	**16.00**	**4.00**			**20.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Marj Riniker

Employee Signature

X ______________________________

Supervisor Signature

Week of May 26 – May 30

Monday -

- Office closed

Tuesday -

- Utility payments (.25 hr)
- Dog race
- FB posts
- IDC event planning

Wednesday

- Utility payments (2 hr)
- invoicing
- Worked on IDC plans
- FB posting

Thurs

- Utility payments (1)
- Gift bricks
- Worked on IDC planning
- FB Posts
- Agenda for June 4 Park/Rec mtg

Fri –

- Grant work
- IDC planning
- Utility payments (.25)

VILLAGE OF RIDGEWAY

Report Date: 06/02/2025

Report Time: 8:04:20 AM

Employee Timecard - LPHELAN-07/27/2015

05/26/2025 - 06/01/2025 [7 days]

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
05/27/2025 Tue	401 [STW]	09:09AM	02:33PM	5.2500000		5.25
05/28/2025 Wed	401 [STW]	08:06AM	12:00PM	4.0000000		4.00
05/29/2025 Thu	401 [STW]	08:06AM	12:52PM	4.7500000		
	611 [FMW]	01:33PM	03:16PM	1.7500000		6.50
05/30/2025 Fri	401 [STW]	08:06AM	01:05PM	5.0000000		5.00

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]	19.00		19.00					
611 [FMW]	1[UNUSED]	1.75		1.75					
TOTALS		**20.75**		**20.75**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson

Employee Signature

X

Supervisor Signature

Tues 5/27 Mowed west end of Village, across from lumber yard, along HHH, behind fence at RRC + front of RCC, Mowed Well #1
Wed 5/28 Helped move piano to M[illegible] room, stocked bath rooms at RCC, cleaned concession stand
Thurs 5/29 Put up fence around old portable building area draged both ball fields + mowed, mowed part of park
Fri 5/30 Mowed park playground, corner of HHH + 18/151, green shed set up chairs in M[illegible] room

VILLAGE OF RIDGEWAY

Report Date: 06/02/2025

Report Time: 8:04:20 AM

Employee Timecard - LPHELAN-07/27/2015

05/26/2025 - 06/01/2025 [7 days]

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
05/27/2025 Tue	301 [SEW]	05:37AM	07:32AM	2.0000000		2.00
05/28/2025 Wed	601 [WAW]	05:35AM	07:28AM	2.0000000		2.00
05/29/2025 Thu	301 [SEW]	05:49AM	09:04AM	3.2500000		3.25
05/30/2025 Fri	601 [WAW]	05:40AM	08:10AM	2.5000000		2.50

Summary - PW006 [DOESCHER, JERRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
301 [SEW]	1[UNUSED]	5.25		5.25					
601 [WAW]	1[UNUSED]	4.50		4.50					
TOTALS		**9.75**		**9.75**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jerry Doescher

Employee Signature

X ______________________

Supervisor Signature

VILLAGE OF RIDGEWAY

Report Date: 06/02/2025

Report Time: 8:04:21 AM

Employee Timecard - LPHELAN-07/27/2015

05/26/2025 - 06/01/2025 [7 days]

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
05/26/2025 Mon	402 [STH]			8.0000000		8.00
05/27/2025 Tue	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
05/28/2025 Wed	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	12:57PM	03:30PM	2.5000000		
	401 [STW]	06:13PM	07:46PM	1.5000000		9.50
05/29/2025 Thu	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
05/30/2025 Fri	401 [STW]	07:00AM	12:45PM	5.7500000		
	401 [STW]	01:15PM	03:30PM	2.2500000		8.00
05/31/2025 Sat	301 [SEW]	07:01AM	09:01AM*	2.0000000		2.00
06/01/2025 Sun	601 [WAW]	07:26AM	09:26AM*	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]					16.00	4.00			20.00
301 [SEW]	1[UNUSED]	2.00		2.00					
401 [STW]	1[UNUSED]	33.50		33.50					
402 [STH]	1[UNUSED]	8.00		8.00					
601 [WAW]	1[UNUSED]	2.00		2.00					
TOTALS		**45.50**		**45.50**	**16.00**	**4.00**			**20.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ______________________

Employee Signature

X ______________________

Supervisor Signature

Monday May 26th 2025

Day off – Memorial Day

Tuesday May 27th 2025

Hauled brush – 1 hour

Changed all garbage and dog stations – 1.5 hours

Helped Charlie dig for Water fountain – 3 hours

Mowed dog park – 2.5 hours

Wednesday May 28th 2025

Meter reading – 2.5 hours

Weed Whacked dog park, green shed, CC, well 1 and 2 and all of Main St. – 5.5 hours

Board meeting – 1 hour

Thursday May 29th 2025

Met with Olson Pluming for water fountain – 1 hour

Put up barricade at CC – 2 hours

Mowed Treatment plant – 2 hours

Mowed Park – 3 hours

Friday May 30th 2025

Mowed and weed whacked Fire Station – 2 hours

Cleaned park bathrooms – 2 hours

Weed whacked park – 2 hours

Weed whacked cemetery and treatment plant – 2 hours

Saturday May 31st

Weekend rounds – 2 hours

Sunday June 1st

Weekend rounds – 2 hours

VILLAGE OF RIDGEWAY

Report Date: 06/09/2025

Report Time: 8:25:05 AM

Employee Timecard - LPHELAN-07/27/2015

06/02/2025 - 06/08/2025 [7 days]

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
06/02/2025 Mon	501 [TRW]	07:57AM	12:56PM	5.0000000		
	501 [TRW]	01:31PM	04:36PM	3.0000000		8.00
06/03/2025 Tue	501 [TRW]	08:00AM	12:04PM	4.0000000		
	501 [TRW]	12:30PM	05:47PM	5.2500000		9.25
06/04/2025 Wed	501 [TRW]	08:02AM	01:25PM	5.5000000		
	501 [TRW]	02:00PM	04:51PM	2.7500000		8.25
06/05/2025 Thu	501 [TRW]	11:15AM	06:02PM	6.7500000		6.75
06/06/2025 Fri	501 [TRW]	07:55AM	01:57PM	6.0000000		6.00

Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									133.50
3 [SICK]									54.25
6 [FH]									8.00
501 [TRW]	1[UNUSED]	38.25		38.25					
TOTALS		**38.25**		**38.25**					**195.75**

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 June 2-8, 2025

Monday 6/2

- Clerk (3 hrs)
  - Distribute timesheets
  - Appoint MR-Deputy, administer Oath
  - Insurance Renewal Applications
  - EE Review forms 2025
- Treasurer (5 hrs)
  - Pay 941 taxes
  - DOR 2024 Property Tax info for ERP
  - Monthly interest payments
  - Bank Reconciliation
  - Audit reports

Tuesday 6/3

- Clerk (2 hrs)
  - Research previous tax payments for Title Company
- Treasurer (7.25 hrs)
  - Adjusting JE from Audit-completed
  - Monthly recurring audit entries
  - Bank reconciliation

Wednesday 6/4

- Clerk (1.25 hr)
  - Contact resident regarding tree limb in street
  - Meet w/Amber
- Treasurer (7 hr)
  - Approved credit/Diamond Vogel
  - Bank Reconciliation reports for President review
  - Reverse 12/31/24 Adj #1038 on 1/1/25
  - Treasurer report

Thursday 6/5

- Clerk (4 hrs)
  - Draft Spec BOT Meeting Minutes
  - Draft BOT Meeting Agenda
  - Create PWS&H Committee Meeting
- Treasurer (2.75 hrs)
  - Audit report
  - Workhorse-credit card statement
  - Costco membership/Michele

Friday 6/6

- Treasurer (4.5 hrs)
  - Remote Deposit
  - Set up concession stand till
- Clerk (1 hr)
  - Complete BOT Meeting agenda/send notifications
- Utility (30 min)
  - Receipts

VILLAGE OF RIDGEWAY

Report Date: 06/09/2025

Report Time: 8:25:05 AM

Employee Timecard - LPHELAN-07/27/2015

06/02/2025 - 06/08/2025 [7 days]

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
06/02/2025 Mon	701 [ADSW]	07:59AM	01:32PM	5.5000000		
	701 [ADSW]	02:02PM*	04:38PM	2.7500000		8.25
06/03/2025 Tue	701 [ADSW]	07:56AM	01:40PM	5.7500000		
	701 [ADSW]	02:12PM	04:26PM	2.2500000		8.00
06/04/2025 Wed	701 [ADSW]	07:49AM	02:11PM	6.5000000		
	701 [ADSW]	02:47PM	04:41PM	2.0000000		
	701 [ADSW]	06:44PM	09:39PM	3.0000000		11.50
06/05/2025 Thu	701 [ADSW]	07:53AM	01:35PM	5.5000000		
	701 [ADSW]	02:23PM	05:00PM	2.5000000		8.00

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
3 [SICK]									20.00
701 [ADSW]	1[UNUSED]	35.75		35.75					
TOTALS		**35.75**		**35.75**					**20.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker

Employee Signature

x Lori Phelan

Supervisor Signature

Week of June 2 – June 6

Monday -

- Utility payments (.25 hr)
- Grant info research
- invoicing

Tuesday -

- Utility payments (.25 hr)
- FB posts
- IDC event planning

Wednesday

- Utility payments (.1 hr)
- Worked on IDC plans
- Invoicing
- Gift bricks
- Park & Rec meeting

Thurs

- Utility payments (.1)
- Worked on IDC planning
- FB Posts
- Gift bricks
- invoicing
- Minutes for P&R meeting

Fri – OFF

VILLAGE OF RIDGEWAY

Report Date: 06/09/2025

Report Time: 8:25:05 AM

Employee Timecard - LPHELAN-07/27/2015

06/02/2025 - 06/08/2025 [7 days]

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
06/02/2025 Mon	401 [STW]	08:10AM	12:27PM	4.2500000		4.25
06/03/2025 Tue	401 [STW]	08:06AM	12:25PM	4.5000000		4.50
06/04/2025 Wed	401 [STW]	08:04AM	12:15PM	4.2500000		4.25
06/05/2025 Thu	401 [STW]	08:02AM	12:55PM	5.0000000		5.00
06/06/2025 Fri	401 [STW]	08:02AM	12:54PM	5.0000000		5.00

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]	23.00		23.00					
TOTALS		**23.00**		**23.00**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson

Employee Signature

X

Supervisor Signature

Mon 6/2 Mowed Volleyball area, across from church, front of RCC, across & next to Badger Mart, Village shop Lawn Veter Memoril, Depot
Tues 6/3 emptyed garbage at RCC, Mowed behind RCC, Draged both ball fields, Mowed cardinal Way pond
Wed 6/4 Worked at RCC, check A/C in room 202, replaced ~~[illegible]~~ tarp on pitchers Mound, pulled weeds in flower bed
Thurs 6/5 Rounded up fireworks donation cans, Mowed along HWY, Firestation & ditches
Fri 6/6 Mowed west end of Village, across from lumber yard, both ball fields, park & playground, Well #1

VILLAGE OF RIDGEWAY

Report Date: 06/09/2025

Report Time: 8:25:05 AM

Employee Timecard - LPHELAN-07/27/2015

06/02/2025 - 06/08/2025 [7 days]

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
06/02/2025 Mon	301 [SEW]	05:50AM	07:24AM	1.7500000		1.75
06/03/2025 Tue	301 [SEW]	05:49AM	07:36AM	1.7500000		1.75
06/04/2025 Wed	301 [SEW]	05:49AM	10:50AM	5.0000000		5.00
06/05/2025 Thu	301 [SEW]	05:35AM	07:30AM*	2.0000000		2.00
06/06/2025 Fri	301 [SEW]	05:40AM	07:30AM	1.7500000		1.75

Summary - PW006 [DOESCHER, JERRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									
3 [SICK]									
6 [FH]									
301 [SEW]	1[UNUSED]	12.25		12.25					
TOTALS		**12.25**		**12.25**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jerry O/L

Employee Signature

X

Supervisor Signature

VILLAGE OF RIDGEWAY

Report Date: 06/09/2025

Report Time: 8:25:05 AM

Employee Timecard - LPHELAN-07/27/2015

06/02/2025 - 06/08/2025 [7 days]

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
06/02/2025 Mon	401 [STW]	07:00AM	12:00PM	5.0000000		
	401 [STW]	12:30PM	03:30PM	3.0000000		8.00
06/03/2025 Tue	401 [STW]	07:00AM	12:15PM	5.2500000		
	401 [STW]	12:45PM	03:30PM	2.7500000		8.00
06/04/2025 Wed	401 [STW]	07:00AM	12:00PM	5.0000000		
	401 [STW]	12:30PM	03:30PM	3.0000000		
	401 [STW]	06:32PM	09:37PM	3.0000000		11.00
06/05/2025 Thu	401 [STW]	07:00AM	12:00PM	5.0000000		
	401 [STW]	12:30PM	03:30PM	3.0000000		8.00
06/06/2025 Fri	401 [STW]	07:00AM	12:00PM	5.0000000		
	401 [STW]	12:30PM	03:30PM		3.0000000	8.00
06/07/2025 Sat	301 [SEW]	05:47AM	07:47AM*		2.0000000	2.00
06/08/2025 Sun	601 [WAW]	08:28AM	10:28AM*		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]									20.00
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	40.00	3.00	43.00					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		**40.00**	**7.00**	**47.00**					**20.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X [signature]

Employee Signature

X ______________________

Supervisor Signature

Monday June 2nd 2025

Hauled brush – 1 hour

Changed garbage at the park – 1 hour

Sprayed weeds on Main St. – 2 hours

Street sweeping – 2 hours

Parts run – 1 hour

Replaced hydraulic hose on street sweeper – 1 hour

Tuesday June 3rd 2025

Cleaned exhaust fan hood and back splash at concession stand – 3 hours

Street sweeping – 3 hours

Topped off fluids and greased mowers – 2 hours

Wednesday June 4t 2025

Checked water leak at Church on Jarvis St. – 1 hour

Trimmed down limb on Kirby St. – 2 hours

Weed Whacked green shed, pond and dog park – 2.5 hours

Mowed dog park – 2.5 hours

Park N Rec meeting – 2 hours

Thursday June 5th 2025

Farm N Fleet run – 1 hour

Street sweeping – 4 hours

Mowed treatment plant – 2 hours

Pushed back dirt and compost piles – 1 hour

Friday June 6th 2025

Cleaned park bathrooms – 3 hours

Sprayed weeds – 2 hours

Mowed and weed whacked park – 3 hours

Saturday June 7th 2025

Weekend rounds – 2 hours

Sunday June 8th 2025

weekend Rounds - 2 hours

Work log hours for timesheet allocations per 2025 budget

05/26-06/01/25

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	24.50	0.00	**0.00**	**8.00**	**0.00**	32.50
Dept	Percent						
C/T	85.00%	20.83	0.00	0.00	6.80	0.00	0.00
SewerAdm	5.00%	1.23	0.00	0.00	0.40	0.00	0.00
Election Adm	5.00%	1.23	0.00	0.00	0.40	0.00	0.00
WaterAdm	5.00%	1.23	0.00	0.00	0.40	0.00	0.00
Marj	work hours	28.75	0.00	0.00	8.00	0.00	36.75
Dept	Percent						
AdmSvs	50.00%	14.38	0.00	0.00	4.00	0.00	
SewerAdm	7.50%	2.16	0.00	0.00	0.60	0.00	
WaterAdm	7.50%	2.16	0.00	0.00	0.60	0.00	
Park Wages	35.00%	10.06	0.00	0.00	2.80	0.00	
Harry	work hours	20.75	0.00				20.75
Dept	Percent						
Park	30.00%	6.23					
Street	35.00%	7.26					
FacMaint	35.00%	7.26					
Jerry	work hours	9.75		0.00	0.00	0.00	9.75
Dept	Percent						
Streets	10.00%	0.98	0.00	0.00	0.00	0.00	
Sewer	70.00%	6.83	0.00	0.00	0.00	0.00	
Water	20.00%	1.95	0.00	0.00	0.00	0.00	
Kevin	work hours	37.50		0.00	8.00	0.00	45.50
Dept	Percent						
Park	20.00%	7.50	0.00	0.00	1.60	0.00	
Sewer	10.00%	3.75	0.00	0.00	0.80	0.00	
Water	10.00%	3.75	0.00	0.00	0.80	0.00	
Streets	60.00%	22.50	0.00	0.00	4.80	0.00	

06/02-08/25

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	38.25	0.00	**0.00**	**0.00**	**0.00**	38.25
Dept	Percent						
C/T	85.00%	32.51	0.00	0.00	0.00	0.00	32.51
SewerAdm	5.00%	1.91	0.00	0.00	0.00	0.00	1.91
Election Adm	5.00%	1.91	0.00	0.00	0.00	0.00	1.91
WaterAdm	5.00%	1.91	0.00	0.00	0.00	0.00	1.91
Marj	work hours	35.75	0.00	0.00	0.00	0.00	35.75
Dept	Percent						
AdmSvs	50.00%	17.88	0.00	0.00	0.00	0.00	
SewerAdm	7.50%	2.68	0.00	0.00	0.00	0.00	
WaterAdm	7.50%	2.68	0.00	0.00	0.00	0.00	
Park Wages	35.00%	12.51	0.00	0.00	0.00	0.00	
Harry	work hours	23.00					23.00
Dept	Percent						
Park	30.00%	6.90					
Street	35.00%	8.05					
FacMaint	35.00%	8.05					
Jerry	work hours	12.25	0.00	0.00	0.00	0.00	12.25
Dept	Percent						
Streets	10.00%	1.23	0.00	0.00	0.00	0.00	
Sewer	70.00%	8.58	0.00	0.00	0.00	0.00	
Water	20.00%	2.45	0.00	0.00	0.00	0.00	
Kevin	work hours	40.00	7.00	0.00	0.00	0.00	47.00
Dept	Percent						
Park	20.00%	8.00	1.40	0.00	0.00	0.00	
Sewer	10.00%	4.00	0.70	0.00	0.00	0.00	
Water	10.00%	4.00	0.70	0.00	0.00	0.00	
Streets	60.00%	24.00	4.20	0.00	0.00	0.00	

Totals

	Reg	OT	Vacation	Holiday	Sick	
Lori	**62.75**	**0.00**	**0.00**	**8.00**	**0.00**	70.75
Dept						
C/T	**53.34**	**0.00**	**0.00**	**6.80**	**0.00**	60.14
SewerAdm	**3.14**	**0.00**	**0.00**	**0.40**	**0.00**	3.54
Election Adm	**3.14**	**0.00**	**0.00**	**0.40**	**0.00**	3.54
WaterAdm	**3.14**	**0.00**	**0.00**	**0.40**	**0.00**	3.54
Marj	**64.5**	**0**	**0**	**8**	**0**	72.50
Dept						
AdmSvs	**32.25**	**0.00**	**0.00**	**4.00**	**0.00**	36.25
SewerAdm	**4.84**	**0.00**	**0.00**	**0.60**	**0.00**	5.44
WaterAdm	**4.84**	**0.00**	**0.00**	**0.60**	**0.00**	5.44
Park Wages	**22.58**	**0.00**	**0.00**	**2.80**	**0.00**	25.38
Harry	**43.75**					43.75
Dept						
Park	**13.13**		**0.00**	**0.00**	**0.00**	13.13
Street	**15.31**		**0.00**	**0.00**	**0.00**	15.31
FacMaint	**15.31**		**0.00**	**0.00**	**0.00**	15.31
Jerry	**22**	**0**	**0**	**0**	**0**	22.00
Dept						
Streets	**2.20**	**0.00**	**0.00**	**0.00**	**0.00**	2.20
Sewer	**15.40**	**0.00**	**0.00**	**0.00**	**0.00**	15.40
Water	**4.40**	**0.00**	**0.00**	**0.00**	**0.00**	4.40
Kevin	**77.5**	**7**	**0**	**8**	**0**	92.50
Dept						
Park	**15.50**	**1.40**	**0.00**	**1.60**	**0.00**	18.50
Sewer	**7.75**	**0.70**	**0.00**	**0.80**	**0.00**	9.25
Water	**7.75**	**0.70**	**0.00**	**0.80**	**0.00**	9.25
Streets	**46.50**	**4.20**	**0.00**	**4.80**	**0.00**	55.50

VILLAGE OF RIDGEWAY

Report Date: 06/11/2025

Report Time: 12:25:28 PM

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

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

05/26/2025 - 06/08/2025 [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]		62.00	2.00	8.00			8.00		80.00
PD [Police] Total:	0.00	62.00	2.00	8.00	0.00	0.00	8.00	0.00	80.00
Head Count:									*1*
1 [Village of Ridgeway] Total:	0.00	62.00	2.00	8.00	0.00	0.00	8.00	0.00	80.00
Head Count:									*1*
Grand Total:	0.00	62.00	2.00	8.00	0.00	0.00	8.00	0.00	80.00
Head Count:									*1*

END OF REPORT

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

VILLAGE OF RIDGEWAY

Report Date: 06/02/2025

Report Time: 8:04:20 AM

Employee Timecard - LPHELAN-07/27/2015

05/26/2025 - 06/01/2025 [7 days]

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
05/26/2025 Mon	202 [POH]			8.0000000		8.00
05/27/2025 Tue	203 [POS]			8.0000000		8.00
05/28/2025 Wed	205 [POP]	08:00PM*	12:00AM*	4.0000000		4.00
05/29/2025 Thu	205 [POP]	07:30PM*	11:45PM*	4.2500000		4.25
05/30/2025 Fri	205 [POP]	07:00PM*	12:00AM*	5.0000000		5.00
05/31/2025 Sat	205 [POP]	07:30PM*	12:00AM*	4.5000000		4.50
06/01/2025 Sun	205 [POP]	11:00AM*	02:45PM*	3.7500000		3.75

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
2 [VACA]									98.75
3 [SICK]					129.00	4.00	8.00		125.00
6 [FH]									8.00
202 [POH]	1[UNUSED]	8.00		8.00					
203 [POS]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	21.50		21.50					
TOTALS		**37.50**		**37.50**	**129.00**	**4.00**	**8.00**		**231.75**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ____________________

Employee Signature

X ____________________

Supervisor Signature

VILLAGE OF RIDGEWAY

Report Date: 06/09/2025

Report Time: 8:25:05 AM

Employee Timecard - LPHELAN-07/27/2015

06/02/2025 - 06/08/2025 [7 days]

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
06/02/2025 Mon	205 [POP]	02:00PM*	11:00PM*	9.0000000		9.00
06/04/2025 Wed	205 [POP]	06:00PM*	11:00PM*	5.0000000		5.00
06/05/2025 Thu	205 [POP]	02:00PM*	11:00PM*	9.0000000		9.00
06/06/2025 Fri	205 [POP]	09:00AM*	09:00PM*	12.0000000		12.00
06/07/2025 Sat	205 [POP]	10:30AM*	12:00PM*	1.5000000		
	205 [POP]	08:00PM*	12:00AM*	4.0000000		5.50
06/08/2025 Sun	208 [PADJ]			2.0000000		2.00

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									98.75
3 [SICK]									125.00
6 [FH]									8.00
205 [POP]	1[UNUSED]	40.50		40.50					
208 [PADJ]	1[UNUSED]	2.00		2.00					
TOTALS		**42.50**		**42.50**					**231.75**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ______________________

Employee Signature

X ______________________

Supervisor Signature