VILLAGE OF RIDGEWAY

Report Date: 06/23/2025

Report Time: 3:54:52 PM

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

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

06/09/2025 - 06/22/2025 [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]	73.50		-0.50			7.00			80.00
PD [Police] Total:	73.50	0.00	-0.50	0.00	0.00	7.00	0.00	0.00	80.00
Head Count:									*1*
1 [Village of Ridgeway] Total:	73.50	0.00	-0.50	0.00	0.00	7.00	0.00	0.00	80.00
Head Count:									*1*
Grand Total:	73.50	0.00	-0.50	0.00	0.00	7.00	0.00	0.00	80.00
Head Count:									*1*

END OF REPORT

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

VILLAGE OF RIDGEWAY

Report Date: 06/16/2025

Report Time: 9:00:08 AM

Employee Timecard - LPHELAN-07/27/2015

06/09/2025 - 06/15/2025 [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
06/09/2025 Mon	201 [POW]	06:00PM*	08:39PM*	2.7500000		2.75
06/10/2025 Tue	201 [POW]	05:00PM*	11:30PM*	6.5000000		6.50
06/11/2025 Wed	201 [POW]	04:45PM*	10:30PM*	5.7500000		5.75
06/12/2025 Thu	204 [POV]			7.0000000		
	201 [POW]	02:30PM*	04:00PM*	1.5000000		8.50
06/13/2025 Fri	201 [POW]	05:30PM*	12:00AM*	6.5000000		6.50
06/14/2025 Sat	201 [POW]	12:12PM	10:06PM	9.7500000		9.75

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		7.00		91.75
3 [SICK]									125.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	32.75		32.75					
204 [POV]	1[UNUSED]	7.00		7.00					
TOTALS		**39.75**		**39.75**	**98.75**		**7.00**		**224.75**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ____________________

Employee Signature

X ____________________

Supervisor Signature

VILLAGE OF RIDGEWAY

Report Date: 06/23/2025

Report Time: 8:27:59 AM

Employee Timecard - LPHELAN-07/27/2015

06/16/2025 - 06/22/2025 [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
06/16/2025 Mon	201 [POW]	07:28AM	07:14PM	11.7500000		11.75
06/18/2025 Wed	201 [POW]	06:30PM*	11:30PM*	5.0000000		5.00
06/19/2025 Thu	201 [POW]	01:30PM*	10:17PM*	8.7500000		8.75
06/20/2025 Fri	201 [POW]	06:50PM	11:33PM	4.7500000		4.75
06/21/2025 Sat	201 [POW]	07:00PM*	11:30PM*	4.5000000		4.50
06/22/2025 Sun	201 [POW]	12:00PM*	06:00PM*	6.0000000		
	208 [PADJ]			-0.5000000		5.50

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									91.75
3 [SICK]									125.00
6 [FH]									8.00
201 [POW]	1[UNUSED]	40.75		40.75					
208 [PADJ]	1[UNUSED]	-0.50		-0.50					
TOTALS		**40.25**		**40.25**					**224.75**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ______________________

Employee Signature

X ______________________

Supervisor Signature

VILLAGE OF RIDGEWAY
Report Date: 06/26/2025
Report Time: 9:43:15 AM

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

Primary Sort By: Employee;DEPT(G2)

06/09/2025 - 06/22/2025 [14 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	26.00	1.00	27.00
AD [General Admin]	503[TRS]	1.50	0.00	1.50
AD [General Admin]	511[CW]	37.50	0.00	37.50
AD [General Admin]	551[ECW]	1.00	0.00	1.00
SE [Sewer]	305[SADW]	5.00	0.00	5.00
WA [Water]	605[WADW]	6.00	0.00	6.00
AD001 [PHELAN, LORI L] Total:		77.00	1.00	78.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	38.75	0.00	38.75
PA [Parks]	101[PAW]	31.00	0.00	31.00
SE [Sewer]	305[SADW]	1.25	0.00	1.25
WA [Water]	605[WADW]	3.00	0.00	3.00
AD005 [RINIKER, MARJORIE] Total:		74.00	0.00	74.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	15.00	0.00	15.00
PA [Parks]	101[PAW]	10.75	0.00	10.75
ST [Streets]	401[STW]	21.25	0.00	21.25
PW003 [JOHNSON, HARRY] Total:		47.00	0.00	47.00
Employee: PW006 [DOESCHER, JERRY]				
SE [Sewer]	301[SEW]	14.00	0.00	14.00
WA [Water]	601[WAW]	12.50	0.00	12.50
PW006 [DOESCHER, JERRY] Total:		26.50	0.00	26.50
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	17.00	0.00	17.00
SE [Sewer]	301[SEW]	1.00	0.00	1.00
ST [Streets]	401[STW]	62.00	1.75	63.75
WA [Water]	601[WAW]	0.00	4.00	4.00
SP004 [MECKLEY, KEVIN] Total:		80.00	5.75	85.75
Grand Totals:		304.50	6.75	311.25

END OF REPORT

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

Work log hours for timesheet allocations per 2025 budget

06/09-15/25

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	40.00	1.00	0.00	0.00	0.00	41.00
Dept	Percent						
C/T	85.00%	34.00	0.85	0.00	0.00	0.00	0.00
SewerAdm	5.00%	2.00	0.05	0.00	0.00	0.00	0.00
Election Adm	5.00%	2.00	0.05	0.00	0.00	0.00	0.00
WaterAdm	5.00%	2.00	0.05	0.00	0.00	0.00	0.00
Marj	work hours	37.00	0.00	0.00	0.00	0.00	37.00
Dept	Percent						
AdmSvs	50.00%	18.50	0.00	0.00	0.00	0.00	
SewerAdm	7.50%	2.78	0.00	0.00	0.00	0.00	
WaterAdm	7.50%	2.78	0.00	0.00	0.00	0.00	
Park Wages	35.00%	12.95	0.00	0.00	0.00	0.00	
Harry	work hours	25.00	0.00				25.00
Dept	Percent						
Park	30.00%	7.50					
Street	35.00%	8.75					
FacMaint	35.00%	8.75					
Jerry	work hours	14.75		0.00	0.00	0.00	14.75
Dept	Percent						
Streets	10.00%	1.48	0.00	0.00	0.00	0.00	
Sewer	70.00%	10.33	0.00	0.00	0.00	0.00	
Water	20.00%	2.95	0.00	0.00	0.00	0.00	
Kevin	work hours	40.00	1.75	0.00	0.00	0.00	41.75
Dept	Percent						
Park	20.00%	8.00	0.35	0.00	0.00	0.00	
Sewer	10.00%	4.00	0.18	0.00	0.00	0.00	
Water	10.00%	4.00	0.18	0.00	0.00	0.00	
Streets	60.00%	24.00	1.05	0.00	0.00	0.00	

06/16-22/25

		Reg	OT	Vacation	Holiday	Sick	
Lori	work hours	37.00	0.00	0.00	0.00	0.00	37.00
Dept	Percent						
C/T	85.00%	31.45	0.00	0.00	0.00	0.00	31.45
SewerAdm	5.00%	1.85	0.00	0.00	0.00	0.00	1.85
Election Adm	5.00%	1.85	0.00	0.00	0.00	0.00	1.85
WaterAdm	5.00%	1.85	0.00	0.00	0.00	0.00	1.85
Marj	work hours	37.00	0.00	0.00	0.00	0.00	37.00
Dept	Percent						
AdmSvs	50.00%	18.50	0.00	0.00	0.00	0.00	
SewerAdm	7.50%	2.78	0.00	0.00	0.00	0.00	
WaterAdm	7.50%	2.78	0.00	0.00	0.00	0.00	
Park Wages	35.00%	12.95	0.00	0.00	0.00	0.00	
Harry	work hours	22.00					22.00
Dept	Percent						
Park	30.00%	6.60					
Street	35.00%	7.70					
FacMaint	35.00%	7.70					
Jerry	work hours	9.75	0.00	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	40.00	4.00	0.00	0.00	0.00	44.00
Dept	Percent						
Park	20.00%	8.00	0.80	0.00	0.00	0.00	
Sewer	10.00%	4.00	0.40	0.00	0.00	0.00	
Water	10.00%	4.00	0.40	0.00	0.00	0.00	
Streets	60.00%	24.00	2.40	0.00	0.00	0.00	

Totals

	Reg	OT	Vacation	Holiday	Sick	
Lori	**77.00**	**1.00**	**0.00**	**0.00**	**0.00**	78.00
Dept						
C/T	**65.45**	**0.85**	**0.00**	**0.00**	**0.00**	66.30
SewerAdm	**3.85**	**0.05**	**0.00**	**0.00**	**0.00**	3.90
Election Adm	**3.85**	**0.05**	**0.00**	**0.00**	**0.00**	3.90
WaterAdm	**3.85**	**0.05**	**0.00**	**0.00**	**0.00**	3.90
Marj	**74**	**0**	**0**	**0**	**0**	74.00
Dept						
AdmSvs	**37.00**	**0.00**	**0.00**	**0.00**	**0.00**	37.00
SewerAdm	**5.55**	**0.00**	**0.00**	**0.00**	**0.00**	5.55
WaterAdm	**5.55**	**0.00**	**0.00**	**0.00**	**0.00**	5.55
Park Wages	**25.90**	**0.00**	**0.00**	**0.00**	**0.00**	25.90
Harry	**47**					47.00
Dept						
Park	**14.10**		**0.00**	**0.00**	**0.00**	14.10
Street	**16.45**		**0.00**	**0.00**	**0.00**	16.45
FacMaint	**16.45**		**0.00**	**0.00**	**0.00**	16.45
Jerry	**24.5**	**0**	**0**	**0**	**0**	24.50
Dept						
Streets	**2.45**	**0.00**	**0.00**	**0.00**	**0.00**	2.45
Sewer	**17.15**	**0.00**	**0.00**	**0.00**	**0.00**	17.15
Water	**4.90**	**0.00**	**0.00**	**0.00**	**0.00**	4.90
Kevin	**80**	**5.75**	**0**	**0**	**0**	85.75
Dept						
Park	**16.00**	**1.15**	**0.00**	**0.00**	**0.00**	17.15
Sewer	**8.00**	**0.58**	**0.00**	**0.00**	**0.00**	8.58
Water	**8.00**	**0.58**	**0.00**	**0.00**	**0.00**	8.58
Streets	**48.00**	**3.45**	**0.00**	**0.00**	**0.00**	51.45

VILLAGE OF RIDGEWAY

Report Date: 06/16/2025

Report Time: 9:00:08 AM

Employee Timecard - LPHELAN-07/27/2015

06/09/2025 - 06/15/2025 [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
06/09/2025 Mon	501 [TRW]	08:01AM	01:02PM	5.0000000		
	501 [TRW]	01:30PM	04:41PM	3.2500000		8.25
06/10/2025 Tue	501 [TRW]	07:58AM	01:32PM	5.5000000		
	501 [TRW]	02:27PM	09:44PM	7.2500000		12.75
06/11/2025 Wed	501 [TRW]	08:14AM	01:41PM	5.5000000		
	501 [TRW]	02:12PM	05:12PM	3.0000000		8.50
06/12/2025 Thu	501 [TRW]	08:04AM	03:37PM	7.5000000		7.50
06/13/2025 Fri	501 [TRW]	08:10AM*	12:14PM	3.0000000	1.0000000	4.00

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]	40.00	1.00	41.00					
TOTALS		**40.00**	**1.00**	**41.00**					**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 June 9-15, 2025

Monday 6/9

- Clerk
    - Distribute timesheets
    - Emails
    - Event information
- Treasurer (2 hr)
    - SOA PA-521C
    - Concessions, Market, Fireworks-balancing

Tuesday 6/10

- Clerk (8 hrs)
    - Meet w/Dennis
    - Liquor/tobacco/operator licences
    - Board meeting
- Treasurer (4.25 hrs)
    - Print checks/prepare for signatures
    - IDC cash set up
    - Concession stand sales reconciliation

Wednesday 6/11

- Clerk
    - Process payroll
    - Quarterly payroll reports
        - 941
        - Unemployment
- Treasurer
    - Payroll tax payments
    - WRS contributions

Thursday 6/12

- Clerk
    - Post approved meeting minutes
    - Draft BOT minutes/post on website
- Treasurer
    - Deposit-courier
    - CitiBank Credit Card
- Utilities
    - Contact WH to add PFP to utilities

Friday 6/13

- Treasurer
    - Credit card payment/receipt entry
    - Set up cash bag for concession stand
- Clerk
    - PWS&H Committee meeting agenda

VILLAGE OF RIDGEWAY

Report Date: 06/16/2025

Report Time: 9:00:08 AM

Employee Timecard - LPHELAN-07/27/2015

06/09/2025 - 06/15/2025 [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
06/09/2025 Mon	701 [ADSW]	07:53AM	01:31PM	5.5000000		
	701 [ADSW]	02:04PM	04:39PM	2.7500000		8.25
06/10/2025 Tue	701 [ADSW]	07:49AM	02:57PM	7.2500000		
	701 [ADSW]	03:33PM	04:34PM	1.0000000		8.25
06/11/2025 Wed	701 [ADSW]	07:57AM	12:30PM	4.5000000		
	701 [ADSW]	01:03PM	04:30PM	3.5000000		8.00
06/12/2025 Thu	701 [ADSW]	07:52AM	01:00PM	5.2500000		
	701 [ADSW]	01:34PM	04:33PM	3.0000000		8.25
06/13/2025 Fri	701 [ADSW]	07:53AM	12:18PM	4.2500000		4.25

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
3 [SICK]									20.00
701 [ADSW]	1[UNUSED]	37.00		37.00					
TOTALS		**37.00**		**37.00**					**20.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker

Employee Signature

x Lori L. Phelan

Supervisor Signature

Week of June 9 – June 13

Monday -

- Utility payments (.25 hr)
- Created donation jars
- IDC planning
- Created summer event posts

Tuesday -

- Utility payments (.25 hr)
- FB posts scheduling
- IDC event planning
- Library planning/posting

Wednesday -

- Utility payments (.25 hr)
- Worked on IDC plans
- Invoicing
- Library programming meeting

Thurs -

- Utility payments (.25)
- Worked on IDC planning
- FB Posts
- Dog licensing
- Filing

Fri –

- Utility (.5)
- Worked on newsletter
- FB posting
- IDC planning

VILLAGE OF RIDGEWAY

Report Date: 06/16/2025

Report Time: 9:00:08 AM

Employee Timecard - LPHELAN-07/27/2015

06/09/2025 - 06/15/2025 [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
06/09/2025 Mon	401 [STW]	08:09AM	12:14PM	4.0000000		4.00
06/10/2025 Tue	401 [STW]	08:07AM	01:00PM	5.0000000		5.00
06/11/2025 Wed	401 [STW]	08:02AM	02:43PM	6.7500000		6.75
06/12/2025 Thu	401 [STW]	08:08AM	12:59PM	4.7500000		4.75
06/13/2025 Fri	401 [STW]	08:02AM	12:31PM	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]	25.00		25.00					
TOTALS		**25.00**		**25.00**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson

Employee Signature

X

Supervisor Signature

Mon 6/9 Mowed other side of fence at RCC, Mowed cemetary

Tues 6/10 Helped paint strips & curbs on Main street

Wed 6/11 Mowed RCC, Volley ball area, across from church, Vacuumed & cleaned under sink at Concession stand, Mowed part of park, Depot, vets Memorial

Thurs 6/12 cleaned restrooms at RCC, emptyed garbage, put up new net on basket ball court hoop at park, mowed west end of Village, part of park, village shop lawn

Fri 6/13 Mowed park & play ground, along HHH, green shed

VILLAGE OF RIDGEWAY

Report Date: 06/16/2025

Report Time: 9:00:08 AM

Employee Timecard - LPHELAN-07/27/2015

06/09/2025 - 06/15/2025 [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
06/09/2025 Mon	301 [SEW]	05:34AM	07:17AM	1.7500000		1.75
06/10/2025 Tue	301 [SEW]	05:35AM	07:19AM	1.7500000		1.75
06/11/2025 Wed	301 [SEW]	05:40AM	08:00AM	2.2500000		2.25
06/12/2025 Thu	301 [SEW]	05:36AM	10:49AM	5.2500000		5.25
06/13/2025 Fri	301 [SEW]	05:27AM	07:11AM	1.7500000		1.75
06/14/2025 Sat	301 [SEW]	07:05AM	09:05AM*	2.0000000		2.00

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]	14.75		14.75					
TOTALS		**14.75**		**14.75**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jerry D

Employee Signature

X ______________________

Supervisor Signature

Also 2 hrs for rounds 6/15/25 - LLP

VILLAGE OF RIDGEWAY

Report Date: 06/16/2025

Report Time: 9:00:08 AM

Employee Timecard - LPHELAN-07/27/2015

06/09/2025 - 06/15/2025 [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
06/09/2025 Mon	401 [STW]	07:00AM	12:00PM	5.0000000		
	401 [STW]	12:30PM	03:30PM	3.0000000		8.00
06/10/2025 Tue	401 [STW]	07:00AM	01:00PM	6.0000000		
	401 [STW]	01:30PM	03:30PM	2.0000000		
	401 [STW]	06:43PM	08:31PM	1.7500000		9.75
06/11/2025 Wed	401 [STW]	07:00AM	03:00PM	8.0000000		8.00
06/12/2025 Thu	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
06/13/2025 Fri	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	0.7500000	1.7500000	8.00

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
401 [STW]	1[UNUSED]	40.00	1.75	41.75					
TOTALS		**40.00**	**1.75**	**41.75**					**20.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ______________________

Employee Signature

X ______________________

Supervisor Signature

Monday June 9th 2025

Picked up mulch – 1 hour

Took lime to ball shed – 1 hour

Farm N Fleet run – 1 hour

Put mulch down on playground at park – 5 hours

Tuesday June 10th 2025

Striped Main St. and CC – 8 hours

Board meeting – 2 hours

Wednesday June 11th 2025

Finished striping Main St. – 1 hour

Mowed field by Cardinal Way – 7 hours

Thursday June 12th 2025

Fixed Lawn mower – 1hour

Changed all garbage at park and dog stations – 2 hours

Farm N Fleet run – 1 hour

Mowed Treatment plant – 2 hours

Weed whacked cemetery and west end of town – 1.5 hours

Fixed air hose in shop - .5 hours

Friday June 13th 2025

Hauled brush – 1hour

Cleaned park bathrooms – 2 hours

Finished mowing field by Cardinal Way – 3 hours

Mowed and weed whacked Fire station and East end of town – 2 hours

VILLAGE OF RIDGEWAY

Report Date: 06/23/2025

Report Time: 8:27:59 AM

Employee Timecard - LPHELAN-07/27/2015

06/16/2025 - 06/22/2025 [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
06/16/2025 Mon	501 [TRW]	07:59AM	12:14PM*	4.2500000		
	501 [TRW]	12:44PM*	05:16PM	4.5000000		8.75
06/17/2025 Tue	501 [TRW]	08:01AM	02:16PM	6.2500000		
	501 [TRW]	02:47PM	04:32PM	1.7500000		8.00
06/18/2025 Wed	501 [TRW]	08:00AM*	01:04PM	5.0000000		
	501 [TRW]	01:35PM	04:42PM	3.2500000		8.25
06/19/2025 Thu	503 [TRS]			1.5000000		
	501 [TRW]	09:33AM	03:45PM	6.2500000		7.75
06/20/2025 Fri	501 [TRW]	07:53AM	12:10PM	4.2500000		4.25

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		1.50		52.75
6 [FH]									8.00
501 [TRW]	1[UNUSED]	35.50		35.50					
503 [TRS]	1[UNUSED]	1.50		1.50					
TOTALS		**37.00**		**37.00**	**54.25**		**1.50**		**194.25**

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 June 16-22, 2025

Monday 6/16
- Clerk
  - Distribute timesheets
  - Liquor/operator licensing

Tuesday 6/17
- Clerk (2 hrs)
  - Operator licenses
  - Prepare returns for concession distributors
- Sewer (4 hrs)
  - CMAR-financial data, validate
- Treasurer (1 hr)
  - Concession cash reconciliation, set up new bag

Wednesday 6/18
- Clerk (1.5 hr)
  - Issue alcohol and operator licenses
  - Process new operator licenses for approval
- Treasurer (4.5 hrs)
  - Cash balance-concession
  - Remote deposit
  - Bank rec-mark cleared transaction
- Water-Lead service (2 hr)

Thursday 6/19-Out morning
- Clerk (1.5 hr)
  - Operator licenses
  - ARPA-SLFRF
- Treasurer
  - Prepare deposit (30 min)
- Utility
  - CMAR (sewer 1 hr)
  - ARPA-SLFRF (2 hr)

Friday 6/20
- Treasurer
  - SLFRF call with Dept Treasury
  - Prepare/submit annual TID Report 2024
- Elections-WisVote Webinars (1 hr)

VILLAGE OF RIDGEWAY

Report Date: 06/23/2025

Report Time: 8:27:59 AM

Employee Timecard - LPHELAN-07/27/2015

06/16/2025 - 06/22/2025 [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
06/16/2025 Mon	701 [ADSW]	07:57AM	01:09PM	5.2500000		
	701 [ADSW]	01:39PM*	04:46PM*	3.0000000		8.25
06/17/2025 Tue	701 [ADSW]	07:53AM	01:08PM	5.2500000		
	701 [ADSW]	01:49PM	04:38PM	3.0000000		8.25
06/18/2025 Wed	701 [ADSW]	07:58AM	01:40PM	5.7500000		
	701 [ADSW]	02:17PM	04:38PM	2.5000000		8.25
06/19/2025 Thu	701 [ADSW]	07:53AM	12:29PM	4.5000000		
	701 [ADSW]	01:00PM*	04:30PM*	3.5000000		8.00
06/20/2025 Fri	701 [ADSW]	07:53AM	12:08PM	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]						-8.00			-8.00
3 [SICK]									20.00
6 [FH]						8.00			8.00
701 [ADSW]	1[UNUSED]	37.00		37.00					
TOTALS		**37.00**		**37.00**					**20.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker

Employee Signature

x Lori L. Phelan

Supervisor Signature

Week of June 16 – June 20
Monday -

- Utility payments (.5 hr)
- IDC planning
- Created summer event posts

Tuesday -

- Utility payments (.25 hr)
- FB posts scheduling
- IDC event planning
- Invoicing
- Library reading hour/met with girls
- Updated Web calendar with events

Wednesday -

- Utility payments (.25 hr)
- Worked on IDC plans
- Dog licensing
- Letters/Notices work (water 1.75 hr)

Thurs -

- Utility payments (.25)
- Worked on IDC planning
- FB Posts
- Library program
- Cleaning
- filing

Fri –

- Utility (.25)
- Updated FB/web sites
- FB posting
- IDC work/created tracking sheets
- Notary study

VILLAGE OF RIDGEWAY

Report Date: 06/23/2025

Report Time: 8:27:59 AM

Employee Timecard - LPHELAN-07/27/2015

06/16/2025 - 06/22/2025 [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
06/16/2025 Mon	401 [STW]	08:10AM	12:10PM	4.0000000		4.00
06/17/2025 Tue	401 [STW]	07:58AM	12:35PM	4.5000000		4.50
06/18/2025 Wed	401 [STW]	08:04AM	12:25PM	4.5000000		4.50
06/19/2025 Thu	401 [STW]	08:09AM	01:03PM	4.7500000		4.75
06/20/2025 Fri	401 [STW]	08:06AM	12:10PM	4.2500000		4.25

Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual Prior Bal	Accrual Adjust	Accrual Used	Accrual Earned	Accrual Available
401 [STW]	1[UNUSED]	22.00		22.00					
TOTALS		**22.00**		**22.00**					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Harry Johnson

Employee Signature

X

Supervisor Signature

Mon 6/16 Removed writing on Womens bathroom stall, replaced batteris in Womens bathroom auto sink, worked at RCC, stared taring ramp in rear out.

Tues 6/17 Worked on ramp behind RCC, Mowed by Bruce Lease across from Lumber yard, back parking area front of RCC, well #1

Wed 6/18 Draged & Mowed Home Talent field, Mowed out side of ball field, Push back brush pile.

Thurs 6/19 cleaned mower deck, put out tables & chairs at RCC, Mowed across from Badger Mart, mowed park and playgrounds small ball field

Fri 6/20 Worked at RCC, cleaned bathrooms, Moped floors, emptyed garbage.

VILLAGE OF RIDGEWAY

Report Date: 06/23/2025

Report Time: 8:27:59 AM

Employee Timecard - LPHELAN-07/27/2015

06/16/2025 - 06/22/2025 [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
06/16/2025 Mon	301 [SEW]	05:52AM	07:31AM	1.7500000		1.75
06/17/2025 Tue	301 [SEW]	05:51AM	07:43AM	2.0000000		2.00
06/18/2025 Wed	301 [SEW]	05:35AM	07:47AM	2.2500000		2.25
06/19/2025 Thu	301 [SEW]	05:36AM	07:42AM	2.2500000		2.25
06/20/2025 Fri	301 [SEW]	06:02AM	07:28AM	1.5000000		1.50

Summary - PW006 [DOESCHER, JERRY]

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

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X Jer Ol

Employee Signature

X ______________________

Supervisor Signature

VILLAGE OF RIDGEWAY

Report Date: 06/23/2025

Report Time: 8:28:00 AM

Employee Timecard - LPHELAN-07/27/2015

06/16/2025 - 06/22/2025 [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
06/16/2025 Mon	401 [STW]	07:00AM	12:00PM	5.0000000		
	401 [STW]	12:30PM	03:30PM	3.0000000		8.00
06/17/2025 Tue	401 [STW]	07:00AM	12:40PM	5.7500000		
	401 [STW]	01:10PM	03:30PM	2.2500000		8.00
06/18/2025 Wed	401 [STW]	07:00AM	12:30PM	5.5000000		
	401 [STW]	01:00PM	03:30PM	2.5000000		8.00
06/19/2025 Thu	401 [STW]	06:59AM	12:00PM	5.0000000		
	401 [STW]	12:30PM	03:30PM	3.0000000		8.00
06/20/2025 Fri	401 [STW]	07:00AM	12:15PM	5.2500000		
	401 [STW]	12:45PM	03:30PM	2.7500000		8.00
06/21/2025 Sat	601 [WAW]	06:46AM	08:46AM*		2.0000000	2.00
06/22/2025 Sun	601 [WAW]	08:37AM	10:37AM*		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
6 [FH]						8.00			8.00
401 [STW]	1[UNUSED]	40.00		40.00					
601 [WAW]	1[UNUSED]		4.00	4.00					
TOTALS		**40.00**	**4.00**	**44.00**		**8.00**			**28.00**

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X ______________________

Employee Signature

X ______________________

Supervisor Signature

Monday June 16th 2025

Fixed rain gutter at park – 2 hours

Checked all garbage at park – 1 hour

Greased, topped off fluids of both mowers and UTV – 5 hours

Tuesday June 17th 2025

Fixed sink hole on Main St. – 5 hours

Mowed and weed whacked dog park – 3 hours

Wednesday June 18th 2025

Made rounds for brush pick up – 1 hour

Helped Jerry at treatment plant – 1 hour

Watched WisDOT video – 4 hours

Worked in shop – 2 hours

Thursday June 19th 2025

Met with Midwest Concrete for salt shed apron – 1 hour

Mowed soccer field and treatment plant – 4 hours

Weed whacked CC, park and well house – 3 hours

Friday June 20th 2025

Changed all garbage at park – 2 hours

Cleaned park bathrooms – 2 hours

Mowed Depot, well 1, CC, shop and pond – 4 hours

Saturday June 21st 2025

Weekend rounds – 2 hours

Sunday June 22nd 2025

Weekend rounds – 2 hours