

Employee Timecard - Hourly Distribution Report

Report Date: 09/26/2023

09/18/2023 - 09/24/2023 [7 days]

Report Time: 3:22:38 PM

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
09/18/2023 Mon	205 [POP]	07:30PM*	02:00AM*	6.50	6.5000000	
09/19/2023 Tue	205 [POP]	09:00PM*	12:30AM*	3.50	3.5000000	
09/20/2023 Wed	205 [POP]	05:00PM*	11:30PM*		6.5000000	
	204 [POV]			14.50	8.0000000	
09/21/2023 Thu	205 [POP]	01:30PM*	03:30PM*		2.0000000	
	205 [POP]	06:30PM*	10:30PM*	6.00	4.0000000	
09/22/2023 Fri	204 [POV]			8.00	8.0000000	
09/23/2023 Sat	205 [POP]	06:30PM*	12:30AM*	6.00	6.0000000	

Summary - PD011 [GORHAM, MICHAEL]										
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual					
					Prior Bal	Adjust	Used	Earned	Available	
2 [VACA]					89.00			16.00		73.00
3 [SICK]										147.00
6 [FH]										
204 [POV]	1[UNUSED]	16.00		16.00						
205 [POP]	1[UNUSED]	28.50		28.50						
TOTALS		44.50		44.50	89.00			16.00		220.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  _____
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 10/02/2023

09/25/2023 - 10/01/2023 [7 days]

Report Time: 8:44:50 AM

PD011 [GORHAM, MICHAEL]					
Employee ID	PD011	DEPT(G2)	PD	Pay Policy	601
Pay Type	1	Last Name	GORHAM	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
09/25/2023 Mon	205 [POP]	07:00PM*	12:30AM*	5.50	5.5000000	
09/26/2023 Tue	205 [POP]	01:00PM*	05:30PM*	4.50	4.5000000	
09/28/2023 Thu	205 [POP]	03:30PM*	12:30AM*	9.00	9.0000000	
09/30/2023 Sat	205 [POP]	06:30PM*	03:00AM*	8.50	8.5000000	
10/01/2023 Sun	208 [PADJ]					

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									73.00
3 [SICK]					147.00	4.00			151.00
6 [FH]									
205 [POP]	1[UNUSED]	27.50		27.50					
208 [PADJ]	1[UNUSED]								
TOTALS		27.50		27.50	147.00	4.00			224.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 09/26/2023

09/18/2023 - 09/24/2023 [7 days]

Report Time: 3:22:38 PM

AD002 [ROESSLER, HAILEY]					
Employee ID	AD002	DEPT(G2)	AD	Pay Policy	500
Pay Type	3	Last Name	ROESSLER	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
09/18/2023 Mon	501 [TRW]	08:14AM	11:47AM		3.5000000	
	501 [TRW]	01:00PM	04:29PM	7.00	3.5000000	
09/19/2023 Tue	501 [TRW]	08:00AM	12:08PM		4.2500000	
	501 [TRW]	12:51PM	04:22PM	7.75	3.5000000	
09/20/2023 Wed	505 [TCFH]			8.00	8.0000000	
09/21/2023 Thu	504 [TRV]			8.00	8.0000000	
09/22/2023 Fri	504 [TRV]			8.00	8.0000000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					35.25		16.00		19.25
3 [SICK]									3.00
6 [FH]					8.00		8.00		
7 [BREV]									
501 [TRW]	1[UNUSED]	14.75		14.75					
504 [TRV]	1[UNUSED]	16.00		16.00					
505 [TCFH]	1[UNUSED]	8.00		8.00					
TOTALS		38.75		38.75	43.25		24.00		22.25

Water ADM = 6.5 Sewer ADM = 6.7

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Hailey*
Employee Signature

x _____
Supervisor Signature

*MHTC/Park/WIFI; Payroll/HR; API/AR Gen
Corresp.; Boo Bash/R Comm Ctr/Volunteer Library
Coordination*

Vacation W-F

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AD002 [ROESSLER, HAILEY]			
Employee ID	AD002	DEPT(G2)	AD
Pay Type	3	Last Name	ROESSLER
Pay Policy	500	First Name	HAILEY

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
09/25/2023 Mon	504 [TRV]			8.00	8.0000000	
09/26/2023 Tue	504 [TRV]				8.0000000	
	501 [TRW]	02:59PM	05:05PM	10.00	2.0000000	
09/27/2023 Wed	501 [TRW]	08:00AM	12:06PM		4.0000000	
	501 [TRW]	12:50PM	04:30PM	7.75	3.7500000	
09/28/2023 Thu	501 [TRW]	08:02AM	12:34PM		4.5000000	
	501 [TRW]	01:26PM	04:29PM	7.50	3.0000000	
09/29/2023 Fri	501 [TRW]	08:00AM	12:11PM		4.2500000	
	501 [TRW]	03:13PM	04:44PM	5.75	1.5000000	
09/30/2023 Sat	605 [WADW]	09:45AM*	10:00AM*		0.2500000	
	605 [WADW]	11:18AM	11:40AM*	0.75	0.5000000	

Summary - AD002 [ROESSLER, HAILEY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					19.25		16.00		3.25
3 [SICK]					3.00	4.00			7.00
6 [FH]									
7 [BREV]									
501 [TRW]	1[UNUSED]	23.00		23.00					
504 [TRV]	1[UNUSED]	16.00		16.00					
605 [WADW]	1[UNUSED]	0.75		0.75					
TOTALS		39.75		39.75	22.25	4.00	16.00		10.25

Water Adm=6.5 Sewer Adm=6 Gen Adm= 27.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Hailey*
Employee Signature

X _____
Supervisor Signature

Vacation - Mon/Tues
 Gen Corresp / Phone/Email / In Person / Mail / Facebook
 Quarter 3 Taxes, Sick Accrual; Bldg Inspector Payroll;
 Utility Billing; Liq License; ACH/AP/AR; Sanitary Survey Prep
 FOIA Fulfillment; Boo Bash Prep/Comm; Agenda Prep

Employee Timecard - Hourly Distribution Report

Report Date: 09/26/2023

09/18/2023 - 09/24/2023 [7 days]

Report Time: 3:22:38 PM

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	Daily Total	Reg Hrs	OT Hrs
09/18/2023 Mon	101 [PAW]	08:16AM	12:40PM	4.50	4.5000000	
09/19/2023 Tue	611 [FMW]	08:16AM	12:22PM	4.00	4.0000000	
09/20/2023 Wed	611 [FMW]	07:46AM	12:45PM	5.00	5.0000000	
09/21/2023 Thu	611 [FMW]	07:58AM	01:02PM	5.00	5.0000000	
09/22/2023 Fri	401 [STW]	07:58AM	11:19AM	3.25	3.2500000	

Summary - PW003 [JOHNSON, HARRY]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED] 4.5	4.50		4.50					
401 [STW]	1[UNUSED] 7.25	3.25		3.25					
611 [FMW]	1[UNUSED] 10	14.00		14.00					
TOTALS		21.75		21.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Harry Johnson*
Supervisor Signature

Mon 9/18 Removed cushions from ball park light poles
cleaned park + home talent shed, dragged both ball fields
Tues 9/19 cleaned shop office + shop, emptied garbage at
shop, replaced light bulbs in women's bathroom
9/20 Wed opened RCC, mowed along HHH, fire station,
corners of HHH + 1st
Thurs 9/21 opened RCC, got mail, mowed west end of village
across from lumber yard, across from Pagers Mart, west of
Fri 9/22 opened RCC, got mail, cleaned + drained big
weed sprayer, took to green shed

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Report Time: 8:44:50 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	Daily Total	Reg Hrs	OT Hrs
09/25/2023 Mon	611 [FMW]	07:54AM	11:46AM	3.75	3.7500000	
09/26/2023 Tue	611 [FMW]	07:56AM	11:59AM	4.00	4.0000000	
09/27/2023 Wed	401 [STW]	08:09AM	12:15PM	4.00	4.0000000	
09/28/2023 Thu	101 [PAW]	08:22AM	12:14PM	4.00	4.0000000	
09/29/2023 Fri	101 [PAW]	08:21AM	01:15PM	5.00	5.0000000	

Summary - PW003 [JOHNSON, HARRY]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
101 [PAW]	1[UNUSED] -9	9.00		9.00					
401 [STW]	1[UNUSED] -0	4.00		4.00					
611 [FMW]	1[UNUSED] -11.75	7.75		7.75					
TOTALS		20.75		20.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X *Hy Ree*
Supervisor Signature

Mon 9/25 opened RCC, Moved all of RCC lawn, got mail
 Tues 9/26 opened RCC, got mail, took out garbage, cleaned
 both areas
 Wed 9/27 trimmed shade brush in front of RCC, fixed ramp
 in back shed
 Thurs 9/28 Fixed heater in UTV, removed bases in
 home talent field & installed base slugs, cleaned
 out home talent shed
 Fri 9/29 Moved small ball field, put up playground,
 Volleyball area

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Report Time: 3:22:38 PM

PW005 [PETERSON, DALE]					
Employee ID	PW005	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	PETERSON	First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
09/18/2023 Mon	301 [SEW]	06:58AM	11:48AM		4.7500000	
	401 [STW]	12:16PM	03:29PM	8.00	3.2500000	
09/19/2023 Tue	301 [SEW]	06:57AM	11:56AM		5.0000000	
	401 [STW]	12:29PM	03:28PM	8.00	3.0000000	
09/20/2023 Wed	301 [SEW]	06:22AM	12:53PM	6.75	6.7500000	
09/21/2023 Thu	301 [SEW]	06:26AM	03:08PM	8.75	8.7500000	
09/22/2023 Fri	301 [SEW]	06:57AM	12:07PM	5.00	5.0000000	
09/24/2023 Sun	401 [STW]	07:05AM	09:53AM	3.00	3.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.50
3 [SICK]									4.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	30.25		30.25					
401 [STW]	1[UNUSED]	9.25		9.25					
TOTALS		39.50		39.50					44.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 9-18-2023

Monday 9-18-2023:

Daily Labs at WWTP 2 Hours

Met with MHTC for WiFi at the park 1 Hour, Pumped sludge at the WWTP 2 Hours, Worked on big plow truck prepping for Braeden CDL Testing 3 Hours.

Tuesday 9-19-2023:

Daily Labs at WWTP 2 Hours

Removed wing blade from big plow truck 2 Hours, Finished monthly WW report 2 Hours, pumped sludge at WWTP 1 Hour, Clean and organize office area at WWTP 1 Hour

Wednesday 9-20-2023:

Daily Labs at WWTP 2 Hours

Located Wells Street and Hughitt for MHTC Fiber project 3 Hours, Cleaned Influent screen and Aeration tanks 1 Hour.

Thursday: 9-21-2023:

Daily Labs at WWTP 2 Hours

WW Seminar in Fennimore 5 Hours, Prepped the big plow truck for Braden's upcoming CDL test 1.75 Hours

Friday 9-22-2023:

Daily Labs at WWTP 2 Hours

Continued prepping big plow truck for CDL test 2 Hours, Cleaned clarifiers 1Hour

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Report Time: 8:44:50 AM

PW005 [PETERSON, DALE]			
Employee ID	PW005	DEPT(G2)	PW
Pay Type	3	Last Name	PETERSON
Pay Policy	300	First Name	DALE

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
09/25/2023 Mon	301 [SEW]	06:58AM	12:06PM	8.00	5.0000000	
	601 [WAW]	12:30PM	03:28PM		3.0000000	
09/26/2023 Tue	301 [SEW]	06:57AM	11:43AM	7.75	4.7500000	
	601 [WAW]	12:13PM	03:14PM		3.0000000	
09/27/2023 Wed	601 [WAW]	06:24AM	11:36AM	8.50	5.0000000	
	401 [STW]	12:06PM	03:26PM		3.5000000	
09/28/2023 Thu	301 [SEW]	06:35AM	11:47AM	8.50	5.2500000	
	301 [SEW]	12:16PM	03:30PM		3.2500000	
09/29/2023 Fri	301 [SEW]	06:38AM	01:56PM	7.25	7.2500000	
09/30/2023 Sat	601 [WAW]	10:47AM	07:01PM	8.25		8.2500000

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									32.50
3 [SICK]					4.00	4.00			8.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	25.50		25.50					
401 [STW]	1[UNUSED]	3.50		3.50					
601 [WAW]	1[UNUSED]	11.00	8.25	19.25					
TOTALS		40.00	8.25	48.25	4.00	4.00			48.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *dale 7.92*

Employee Signature

X _____

Supervisor Signature

Dale Peterson Weekly Work Log 9-25-2023

Monday 9-25-2023:

Daily Labs at WWTP 2 Hours

Reinstalled Plows on big truck 3 Hours, cleaned and maintenance polymer system 3 Hours.

Tuesday 9-26-2023:

Daily Labs at WWTP 2 Hours

Located Cardinal Way 3 Hours, Cleaned and organized the WWTP office area 3 Hours

Wednesday 9-27-2023:

Daily Labs at WWTP 2 Hours

Finished locating Cardinal Way and Tallman Ct and East end of Main 3 Hours, Started updating the WISLR road ratings 3 Hours.

Thursday: 9-28-2023:

Daily Labs at WWTP 2 Hours

Started locates for Cretney, Main, Grove and Cardinal Way etc 3 Hours, Started WISLR pavement rating and updating spreadsheet accordingly 3 Hours

Friday 9-29-2023:

Daily Labs at WWTP 2 Hours

Finished locates 1 Hour, Finished WISLR pavement ratings and updating spreadsheet 2.5 Hours, Cold patched some potholes as requested 1 Hour, Scrubbed clarifiers and cleaned skimmers a lot of large grease chunks 1.5 Hours.

Saturday 9-30-2023:

Emergency Water Main repair on Wells St. 8.25 Hours

Employee Timecard - Hourly Distribution Report

Report Date: 09/26/2023

09/18/2023 - 09/24/2023 [7 days]

Report Time: 3:22:38 PM

SP003 [LOSBY, BRADEN]			
Employee ID	SP003	DEPT(G2)	ST
Pay Type	3	Last Name	LOSBY
Pay Policy	400	First Name	BRADEN

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
09/18/2023 Mon	401 [STW]	05:50AM	03:08PM	9.50	9.5000000	
09/19/2023 Tue	401 [STW]	06:55AM	02:57PM	8.00	8.0000000	
09/20/2023 Wed	401 [STW]	06:55AM	11:06AM		4.0000000	
	401 [STW]	11:41AM	03:13PM	7.50	3.5000000	
09/21/2023 Thu	401 [STW]	06:01AM	03:05PM	9.00	9.0000000	
09/22/2023 Fri	401 [STW]	06:55AM	12:33PM	5.50	5.5000000	
09/23/2023 Sat	601 [WAW]	08:10AM	10:10AM*	2.00	0.5000000	1.5000000
09/24/2023 Sun	401 [STW]	06:36AM	10:17AM	3.75		3.7500000

Summary - SP003 [LOSBY, BRADEN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]									28.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	39.50	3.75	43.25					
601 [WAW]	1[UNUSED]	0.50	1.50	2.00					
TOTALS		40.00	5.25	45.25					70.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL
Employee Signature

x John [Signature]
Supervisor Signature

Weekly Work Log September 18 – September 24 2023

Braden Losby

Monday September 18 2023:

Going to Iowa to do cdl behind the wheel. – 6 hours

Working on getting plow blade off dump truck. – 3 hours

Tuesday September 19 2023:

Daily rounds. – 2 hours

Getting wing off dump truck. – 2 hours

Getting printer installed in street shop. – 1 hour

Cleaning up park. – 1 hour

Going to farm and fleet for fire extinguisher for big dump truck and to get tire looked at on the f-550 – 2 hours

Wednesday September 20 2023:

Daily rounds. – 2 hours

Diggers locates on well st. – 3 hours

Mowing at the sewer plant. – 2 hours

Scanning curb box location slips. – 1 hour

Thursday September 21 2023:

Daily rounds. – 2 hours

Waste water seminar. – 5 hours

Working on studying for my cdl test. – 1 hour

Trying to figure out sludge issue. – 1 hour

Friday September 22 2023:

Daily rounds. – 2 hours

Changing garbage. – 2 hours

Going to hardware store and getting big truck ready for cdl test. – 2 hours

Saturday September 23 2023:

Weekend rounds. – 2 hours

Sunday September 24 2023:

Cdl test in Dodgeville and weekend rounds. – 3.5 hours

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SP003 [LOSBY, BRADEN]					
Employee ID	SP003	DEPT(G2)	ST	Pay Policy	400
Pay Type	3	Last Name	LOSBY	First Name	BRADEN

Time Card

Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
09/25/2023 Mon	401 [STW]	06:55AM	11:56AM		5.0000000	
	401 [STW]	12:30PM	03:31PM	8.00	3.0000000	
09/26/2023 Tue	401 [STW]	06:56AM	11:37AM		4.5000000	
	401 [STW]	12:01PM	03:31PM	8.00	3.5000000	
09/27/2023 Wed	401 [STW]	06:55AM	11:36AM		4.5000000	
	401 [STW]	12:11PM	03:17PM	7.50	3.0000000	
09/28/2023 Thu	401 [STW]	06:56AM	11:40AM		4.7500000	
	401 [STW]	12:11PM	03:35PM	8.00	3.2500000	
09/29/2023 Fri	401 [STW]	06:56AM	11:57AM	5.00	5.0000000	
09/30/2023 Sat	601 [WAW]	09:21AM	07:07PM	9.75	3.5000000	6.2500000
10/01/2023 Sun	301 [SEW]	10:00AM	12:00PM*	2.00		2.0000000

Summary - SP003 [LOSBY, BRADEN]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									34.50
3 [SICK]					28.00	4.00			32.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]		2.00	2.00					
401 [STW]	1[UNUSED]	36.50		36.50					
601 [WAW]	1[UNUSED]	3.50	6.25	9.75					
TOTALS		40.00	8.25	48.25	28.00	4.00			74.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x BL

Employee Signature

x [Signature]

Supervisor Signature

Monday September 25 2023:

Daily rounds. – 2 hours

Meter reads. – 2 hours

Fixing dog ramp. – 2 hours

Mounting plow and wing back on Peterbilt. – 2 hours

Tuesday September 26 2023:

Daily rounds. – 2 hours

Picking up cdl license. – 1 hour

Locating for mhtc. – 2 hours

Putting gravel in low spot on driveway at well 2. – 1 hour

Going through phaser class. – 1 hour

Installing shelving at wwtp. – 1 hour

Wednesday September 27 2023:

Daily rounds. – 2 hours

Working on mhtc locates. – 4 hours

Working on phaser ratings. – 2 hours

Thursday September 28 2023:

Daily rounds. – 2 hours

Doing locates on Grove and Main. – 2 hours

Replacing water valve at street shop. – 2 hours

Trying to locate missing curb box. – 1 hour

Working on phaser ratings. – 1 hour

Friday September 29 2023:

Daily rounds. – 2 hours

Cold patching. – 2 hours

Changing trash. – 1 hour

Working on phaser ratings. – 1 hour

Saturday September 30 2023:

Weekend rounds and repairing water main on wells st. – 10 hours

Sunday October 1 2023:

Weekend rounds. – 2 hours