

Employee Timecard - Hourly Distribution Report

09/04/2023 - 09/10/2023 [7 days]

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
09/04/2023 Mon	202 [POH]				8.0000000	
	205 [POP]	03:00PM*	11:30PM*	16.50	8.5000000	
09/05/2023 Tue	205 [POP]	08:30PM*	12:00AM*	3.50	3.5000000	
09/06/2023 Wed	205 [POP]	02:00PM*	10:30PM*	8.50	8.5000000	
09/07/2023 Thu	204 [POV]			8.00	8.0000000	

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					97.00		8.00		89.00
3 [SICK]									147.00
6 [FH]									
202 [POH]	1[UNUSED]	8.00		8.00					
204 [POV]	1[UNUSED]	8.00		8.00					
205 [POP]	1[UNUSED]	20.50		20.50					
TOTALS		36.50		36.50	97.00		8.00		236.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
 Employee Signature

X _____
 Supervisor Signature

Employee Timecard - Hourly Distribution Report

Report Date: 09/18/2023

09/11/2023 - 09/17/2023 [7 days]

Report Time: 8:36:43 AM

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

Time Card						
Date	Paycode	IN	OUT	Daily Total	Reg Hrs	OT Hrs
09/11/2023 Mon	205 [POP]	06:00AM*	10:30AM*		4.5000000	
	205 [POP]	07:30PM*	12:00AM*	9.00	4.5000000	
09/12/2023 Tue	205 [POP]	02:00PM*	12:00AM*	10.00	10.0000000	
09/14/2023 Thu	205 [POP]	10:00PM*	02:00AM*	4.00	4.0000000	
09/15/2023 Fri	205 [POP]	02:00PM*	06:00PM*		4.0000000	
	206 [POG]	06:00PM*	11:00PM*	9.00		5.0000000
09/16/2023 Sat	205 [POP]	09:00PM*	12:00AM*	3.00	3.0000000	
09/17/2023 Sun	208 [PADJ]			-1.50	-1.5000000	

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
3 [SICK]									147.00
6 [FH]									
205 [POP]	1[UNUSED]	30.00		30.00					
206 [POG]	1[UNUSED]		5.00	5.00					
208 [PADJ]	1[UNUSED]	-1.50		-1.50					
TOTALS		28.50	5.00	33.50					236.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Grant Shift. 9/15/2023 - 5 hours 1800-2300hrs

Employee Timecard - Hourly Distribution Report

Report Date: 09/11/2023

09/04/2023 - 09/10/2023 [7 days]

Report Time: 8:29:58 AM



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
09/04/2023 Mon	502 [TRH]			8.00	8.0000000	
09/05/2023 Tue	501 [TRW]	07:59AM	12:45PM		4.7500000	
	501 [TRW]	01:29PM	04:41PM		3.2500000	
	501 [TRW]	06:19PM	08:01PM	9.75	1.7500000	
09/06/2023 Wed	501 [TRW]	07:59AM	12:16PM		4.2500000	
	501 [TRW]	12:36PM	12:57PM		0.5000000	
	501 [TRW]	03:13PM	04:34PM	6.00	1.2500000	
09/07/2023 Thu	501 [TRW]	08:07AM	12:03PM		4.0000000	
	501 [TRW]	12:53PM	05:15PM*		4.2500000	
	501 [TRW]	06:40PM*	08:40PM*	10.25	2.0000000	
09/08/2023 Fri	503 [TRS]				4.0000000	
	501 [TRW]	12:18PM	12:46PM*	4.50	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]									35.25
3 [SICK]					7.00		4.00		3.00
6 [FH]									8.00
7 [BREV]									
501 [TRW]	1[UNUSED]	26.50		26.50					
502 [TRH]	1[UNUSED]	8.00		8.00					
503 [TRS]	1[UNUSED]	4.00		4.00					
TOTALS		38.50		38.50	7.00		4.00		46.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT


Employee Signature

x _____
Supervisor Signature

Gen Corresp: Email / Phone / In-Person / Facebook; MHTC Telcom Mtg Thurs 9-7-23; AP/AR / Invoices / Checks / Reports; 303 Jarvis F/U; Dep Clerk Intvw; Fin Comm Posting; Halloween Event; Ad for Alumni Event; Payroll Processing; Bank Reconciliation

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Report Time: 8:36:43 AM

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
09/11/2023 Mon	501 [TRW]	08:02AM	12:17PM		4.2500000	
	501 [TRW]	12:55PM	05:15PM*	8.50	4.2500000	
09/12/2023 Tue	501 [TRW]	08:01AM	04:42PM		8.7500000	
	501 [TRW]	05:14PM	05:54PM		0.7500000	
	501 [TRW]	06:33PM	10:26PM	13.50	4.0000000	
09/13/2023 Wed	501 [TRW]	07:57AM	12:13PM		4.2500000	
	501 [TRW]	01:02PM	04:29PM	7.75	3.5000000	
09/14/2023 Thu	501 [TRW]	08:14AM	12:01PM		3.7500000	
	501 [TRW]	01:19PM	03:00PM*	5.50	1.7500000	
09/15/2023 Fri	501 [TRW]	08:03AM*	01:16PM		4.7500000	0.5000000
	501 [TRW]	02:34PM	05:36PM	8.25		3.0000000

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
3 [SICK]									3.00
6 [FH]									8.00
7 [BREV]									
501 [TRW]	1[UNUSED]	40.00	3.50	43.50					
TOTALS		40.00	3.50	43.50					46.25

Water - B.S Sewer = 8.5 Gen Admin = Reg 18⁰¹ 3.5

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Hailey*
Employee Signature

X _____
Supervisor Signature

Gen Corresp/Email/Phone/Facebook/In person; Finance Comm Mtg Post/Minutes/Publish/Attend; Halloween Boo Bash; BOT Mtg Agenda Prep Publish/Attend/Minutes; Liquor Licensing; AP/AR/Check Printing; Insurance Renewal; Water Disconnects; Bike Rack; Final Water Reads; CDI Grant App

Employee Timecard - Hourly Distribution Report

Report Date: 09/11/2023

09/04/2023 - 09/10/2023 [7 days]

Report Time: 8:29:58 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
09/05/2023 Tue	401 [STW]	08:14AM	12:42PM	4.50	4.500000	
09/06/2023 Wed	101 [PAW]	08:12AM	12:40PM	4.50	4.500000	
09/07/2023 Thu	101 [PAW]	08:17AM	01:04PM	4.75	4.750000	
09/08/2023 Fri	101 [PAW] <i>FactM.</i>	08:23AM	11:20AM	2.75	2.750000	

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]	12.00		12.00					
401 [STW]	1[UNUSED]	4.50		4.50					
TOTALS		16.50		16.50					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

*Tues 9/5 Cleared grass on ball field Moved both ball fields
 Moved across from badger mat, + other side of fence
 at RCC
 Wed 9/6 Dragged home talent field with big drag, sprayed
 grass + weeds, fowed well #1 lawn
 Thurs 9/7 Dragged small ball field with big drag + small
 drag, moved outside of fence at dog park
 Fri 9/8 emptied garbage at RCC, removed table from
 driveway*

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09/11/2023 - 09/17/2023 [7 days]

Report Time: 8:36:43 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	Daily Total	Reg Hrs	OT Hrs
09/11/2023 Mon	401 [STW]	08:15AM	12:43PM	4.50	4.500000	
09/12/2023 Tue	101 [PAW]	08:18AM	12:56PM	4.75	4.750000	
09/13/2023 Wed	401 [STW]	08:22AM	12:40PM		4.500000	
	401 [STW]	02:05PM	04:02PM	6.50	2.000000	
09/14/2023 Thu	401 [STW]	08:20AM	01:54PM	5.75	5.750000	
09/15/2023 Fri	101 [PAW]	08:23AM	12:39PM	4.25	4.250000	

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]	9.00		9.00					
401 [STW]	1[UNUSED]	16.75		16.75					
TOTALS		Parks = 25.75		25.75					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X *Harry Johnson*
Employee Signature

X *[Signature]*
Supervisor Signature

Mon 9/11 Made drain cover for ball park bleacher area, cleaned cars from can bin at park
 Tue 9/12 Pruned home talent field twice, mowed around park + dog park
 Wed 9/13 Fixed Travel dispenser in women's bathroom, cleaned visitors dog out + visitors bleacher area
 Thu 9/14 Pruned Home Talent field, checked score board, mowed park + volleyball area
 Fri 9/15 Mowed playground + cleanup got park ready for ball game and band

Employee Timecard - Hourly Distribution Report

Report Date: 09/11/2023

09/04/2023 - 09/10/2023 [7 days]

Report Time: 8:29:58 AM



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
09/04/2023 Mon	602 [WAH] 302 [SEH]			8.00	4.0000000 4.0000000	
09/05/2023 Tue	601 [WAW] 301 [SEW]	06:56AM 12:28PM	11:59AM 03:29PM	8.00	5.0000000 3.0000000	
09/06/2023 Wed	301 [SEW] 301 [SEW]	06:57AM 12:30PM	12:02PM 03:35PM	8.00	5.0000000 3.0000000	
09/07/2023 Thu	101 [PAW] 301 [SEW]	06:56AM 01:05PM	12:41PM 03:30PM	8.00	5.7500000 2.2500000	
09/08/2023 Fri	601 [WAW]	06:55AM	02:24PM	7.50	7.5000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									40.50
3 [SICK]									4.00
6 [FH]									8.00
101 [PAW]	1[UNUSED]	5.75		5.75					
301 [SEW]	1[UNUSED]	13.25		13.25					
302 [SEH]	1[UNUSED]	4.00		4.00					
601 [WAW]	1[UNUSED]	12.50		12.50					
602 [WAH]	1[UNUSED]	4.00		4.00					
TOTALS		39.50		39.50					52.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Dale Peterson Weekly Work Log 9-4-2023

Monday 9-4-2023:

Holiday 8 Hours

Tuesday 9-5-2023:

Daily Labs at WWTP 2 Hours

Brush pickup 1 Hour, inspect private water leak 1 Hour, pumped sludge 1 Hour, Completed Monthly Water Report 1 Hour, Started Monthly Wastewater Report, delayed until we receive the report from LV Labs, 2 Hours.

Wednesday 9-6-2023:

Daily Labs at WWTP 2 Hours

Troubleshoot condensation issue with compressors and attempted to order parts 2 Hours, Troubleshoot Influent screen issue, main 3 phase breaker had popped due to blockage reset and cleaned trough 2 Hours,

Thursday: 9-7-2023:

Daily Labs at WWTP 2 Hours

Met with the screen service company for some operational information 1.5 Hours, Drove to Waunakee to pick up bike rack 1.5 Hours, Cleaned screen 2 Hours, Additional testing for lab results 1 Hour.

Friday 9-1-2023:

Daily Labs at WWTP 2 Hours

Worked on removing broken bolts and replacing bolts on the Wells St lift station lid 3 Hours, Cleaned and scrubbed clarifiers and skimmers 2.5 Hours.

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09/11/2023 - 09/17/2023 [7 days]

Report Time: 8:36:43 AM



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
09/11/2023 Mon	601 [WAW]	06:54AM	12:28PM	8.00	5.5000000	
	301 [SEW]	12:58PM	03:25PM		2.5000000	
09/12/2023 Tue	601 [WAW]	06:55AM	11:35AM	9.75	4.5000000	
	301 [SEW]	12:00PM	03:26PM		3.5000000	
	301 [SEW]	06:52PM	08:37PM		1.7500000	
09/13/2023 Wed	601 [WAW]	06:57AM	01:27PM	6.50	6.5000000	
09/14/2023 Thu	301 [SEW]	07:00AM	03:10PM	8.25	8.2500000	
09/15/2023 Fri	604 [WAV]			8.00	4.0000000	
	304 [SEV]				4.0000000	

Summary - PW005 [PETERSON, DALE]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					40.50		8.00		32.50
3 [SICK]									4.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	16.00		16.00					
304 [SEV]	1[UNUSED]	4.00		4.00					
601 [WAW]	1[UNUSED]	16.50		16.50					
604 [WAV]	1[UNUSED]	4.00		4.00					
TOTALS		40.50		40.50	40.50		8.00		44.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X

Employee Signature

X _____

Supervisor Signature

Dale Peterson Weekly Work Log 9-11-2023

Monday 9-11-2023:

Daily Labs at WWTP 2 Hours

Pulled Radioactivity samples from Well 1 and installed new chemical pump 2 Hours, Completed lid for Meter Pit culvert 2 Hours, Pumped sludge at WWTP 2 Hours

Tuesday 9-12-2023:

Daily Labs at WWTP 2 Hours

Deep clean of bathrooms at the park 2 Hours, Cleared brush around original headworks 2 Hours, Read thru manual to lower solids in the aeration tanks 2 Hours. Board Meeting 2 Hours

Wednesday 9-13-2023:

Daily Labs at WWTP 2 Hours

Turned off water service to 112 Keane St. 1.5 Hours, Cleaned up the park for the upcoming game etc 4 Hours.

Thursday: 9-14-2023:

Daily Labs at WWTP 2 Hours

Turned water service back on 112 Keane St 1 Hour, Gathered pricing for sludge removal 2 Hours, Located Dougherty Ct. for upcoming Fiber install 2 Hours, Cleaned clarifiers 1 Hour

Friday 9-15-2023:

Vacation Day 8 Hours

Weekly Work Log September 4 – September 10 2023

Braden Losby

Monday September 4 2023:

Weekend rounds. – 2 hours

Tuesday September 5 2023:

Daily rounds. – 2 hours

Changing trash. – 2 hours

Watering trees and gardens. – 3 hours

Trimming at retention pond. – 1 hour

Wednesday September 6 2023:

Daily rounds. – 2 hours

Working on screen at wwtp. – 1 hour

Farm and fleet run for water filters. – 1 hour

Street sweeping. – 4 hours

Thursday September 7 2023:

Daily rounds. – 2 hours

Went to Waunakee to pick up bike racks donated by the dnr. – 2 hours

Meeting with rep for the wwtp screen. – 1 hour

Washing trucks. – 1 hour

Talking to residents about trees in the right of way. – 1 hour

Meeting with rep from mhtc and Dennis for assistance with internet and community center and street shop. – 1 hour

Friday September 8 2023:

Daily rounds. – 2 hours

Working on lift station lid bolts. – 2 hours

Spraying weeds and checking trash at park. – 1 hour

Pushing and moving brush. – 1 hour

Moving filing cabinet and cleaning street shop. – 1 hour

Saturday September 9 2023:

Weekend rounds. – 2 hours

Sunday September 10 2023:

Weekend rounds. – 2 hours

Employee Timecard - Hourly Distribution Report

Report Date: 09/18/2023

09/11/2023 - 09/17/2023 [7 days]

Report Time: 1:45:47 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
09/11/2023 Mon	401 [STW]	06:55AM	12:24PM		5.5000000	
	401 [STW]	01:00PM	03:24PM	8.00	2.5000000	
09/12/2023 Tue	401 [STW]	06:55AM	11:28AM		4.5000000	
	401 [STW]	12:08PM	03:29PM		3.2500000	
	401 [STW]	06:54PM	08:39PM	9.50	1.7500000	
09/13/2023 Wed	401 [STW]	06:55AM	12:02PM		5.0000000	
	401 [STW]	12:39PM	03:39PM	8.00	3.0000000	
09/14/2023 Thu	401 [STW]	06:55AM	11:59AM		5.0000000	
	401 [STW]	12:32PM	03:06PM	7.50	2.5000000	
09/15/2023 Fri	401 [STW]	06:56AM	12:26PM	5.50	5.5000000	
09/16/2023 Sat	301 [SEW]	09:00AM*	11:00AM*	2.00	1.5000000	0.5000000
09/17/2023 Sun	601 [WAW]	07:09AM	09:09AM*	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
6 [FH]									8.00
301 [SEW]	1[UNUSED]	1.50	0.50	2.00					
401 [STW]	1[UNUSED]	38.50		38.50					
601 [WAW]	1[UNUSED]		2.00	2.00					
TOTALS		40.00	2.50	42.50					70.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X BL
Employee Signature

X _____
Supervisor Signature

Monday September 11 2023:

Daily rounds. – 2 hours

Working on installing new chemical pump on well 1. – 2 hours

Cleaning up around well 2 and weed eating. – 1 hour

Working on culvert lid for well st. – 3 hours

Tuesday September 12 2023:

Daily rounds. – 2 hours

Cleaning park bathrooms. – 2 hours

Working on culvert lid. – 1 hour

Pushing and burning brush. – 1 hours

Working on Peterbilt and cleaning interior of baby dump. – 2 hours

Board meeting. – 1.75

Wednesday September 13 2023:

Daily rounds. – 2 hours

Picking up new chainsaw and impact gun. – 1 hour

Finding hidden curb boxes. – 1 hour

Working on Peterbilt and driving to practice for my cdl. – 2 hours

Scanning curb box location slips to have digital copies. – 2 hours

Thursday September 14 2023:

Daily rounds. – 2 hours

Getting park ready for battle of the bats. – 3 hours

Locating for new fiber lines. – 3 hours

Friday September 15 2023:

Daily rounds. – 2 hours

Meter replacement. – 0.5 hours

Changing trash and moving tables. – 2 hours

Putting together new bike rack. – 1 hour

Saturday September 16 2023:

Weekend rounds. – 2 hours

Sunday September 17 2023:

Weekend rounds and cleaning up park. – 2 hours