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

Report Date: 11/14/2024 Report Time: 11:01:46 AM

Primary Sort By: Employee;DEPT(G2) 10/28/2024 - 11/10/2024 [14 days]

| DEPT (G2) | Paycode | Reg. Hrs | OT-1 | Total Hrs |
|-------------------------------|---------------------------|----------------|-----------|-----------|
| | Employee: AD001 [PHELAN, | LORI L] | | |
| AD [General Admin] | 501[TRW] | / 11.50 | 16.25 | 27.75 |
| AD [General Admin] | 511[CW] | 20.00 | 7.00 25.7 | 27.00 |
| EL [ADMIN-ELECTION] | 551[ECW] | 34.50 | 2.50 | 37.00 |
| SE [Sewer] | 305[SADW] | 6.00 | 0.00 | 6.00 |
| WA [Water] | 605[WADW] | 8.00 | 0.00 | 8.00 |
| AD001 [PHELAN, LORI L] Total: | | 80.00 | 25.75 | 105.75 |
| | Employee: PW003 [JOHNSON | I, HARRY] | | |
| FM [FACILITES MAINTENANCE] | 611[FMW] | 12.25 | 0.00 | 12.25 |
| PA [Parks] | 101[PAW] | 7.75 🗸 | 0.00 | 7.75 |
| ST [Streets] | 401[STW] | 19.75 | 0.00 | 19.75 |
| PW003 [JOHNSON, HARRY] Total: | | 39.75 | 0.00 | 39.75 |
| | Employee: SP003 [LOSBY, B | BRADEN] - | | |
| FM [FACILITES MAINTENANCE] | 611[FMW] | 4.00 | 0.00 | 4.00 |
| PA [Parks] | 101[PAW] | 1.75 | 0.00 | 1.75 |
| SE [Sewer] | 301[SEW] | 53.25 | 4.75 | 58.00 |
| ST [Streets] | 401[STW] | 3.00 | 0.00 | 3.00 |
| WA [Water] | 601[WAW] | 16.50 | 2.25 | 18.75 |
| SP003 [LOSBY, BRADEN] Total: | | 78.50 | 7.00 | 85.50 |
| Grand Totals: | | 198.25 | 32.75 | 231.00 |

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/04/2024

10/28/2024 - 11/03/2024 [7 days]

Report Time: 9:39:07 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 | | | T | | | |
|----------------|-----------|----------|----------|-----------|-----------|-------------|
| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
| 10/28/2024 Mon | 501 [TRW] | 07:55AM | 01:03PM | 5.0000000 | | |
| | 501 [TRW] | 01:31PM | 05:16PM | 3.7500000 | | 8.75 |
| 10/29/2024 Tue | 501 [TRW] | 07:59AM | 12:33PM | 4.5000000 | | |
| | 501 [TRW] | 01:13PM | 05:01PM | 3.7500000 | | 8.25 |
| 10/30/2024 Wed | 501 [TRW] | 07:58AM | 12:37PM | 4.5000000 | | |
| | 501 [TRW] | 01:07PM | 04:37PM | 3.5000000 | | 8.00 |
| 10/31/2024 Thu | 501 [TRW] | 08:03AM | 12:45PM* | 4.7500000 | | |
| | 501 [TRW] | 01:14PM* | 05:05PM | 3.7500000 | | 8.50 |
| 11/01/2024 Fri | 501 [TRW] | 08:01AM | 01:48PM | 5.7500000 | | 5.75 |
| 11/03/2024 Sun | 501 [TRW] | 10:46AM | 02:14PM | 0.7500000 | 2.7500000 | 3.50 |

| Summary - A | AD001 [PHELAN, LORI L] | | | | | | | | |
|-------------|------------------------|---------|------------|-----------|-----------|--------|---------|--------|-----------|
| | | | | | | | Accrual | | |
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | | | | | | 57.00 |
| 3 [SICK] | | | | | 22.25 | 4.00 | | | 26.25 |
| 6 [FH] | | | | | | | | | 8.00 |
| 501 [TRW] | 1[UNUSED] | 40.00 | 2.75 | 42.75 | | | | | |
| TOTALS | | 40.00 | 2.75 | 42.75 | 22.25 | 4.00 | | | 91.25 |

| CERTIFY THE ABOVE INFORMATION 7 | ΤО | BE | CORRECT | Γ |
|---------------------------------|----|----|---------|---|
|---------------------------------|----|----|---------|---|

Employee Signature

Lori Phelan

Time Distribution Work Log Week of October 28-November 3, 2024

Monday

- Distribute time sheets
- Election Administration
- Utility receipts/billing 6.5 (hrs)
- Bank Deposits
- IRS Inquiry-missing 941

Tuesday

- Utility (1.5 hrs)
 - Receipts
 - Billing
 - Acct move ins and move outs
- Election Administration (1 hr)
- IRS resolved
- Allocate timesheets
- Meet w/MJ

Wednesday

- Election Administration (3.75 Hrs)
 - Absentees
 - o Public Test
- New printer setup w/DM
- Build BOT agenda
- Social posts
- Payroll

Thursday

- Election Administration (3 hrs)
 - Utility (1 hr)
- Bank Deposit-cash
- Finance Committee agenda-create, post & notice

Friday

Election Administration

Bank Deposit

Sunday

- Finance Committee meeting minutes and agenda (C-1.5 hrs)
 - Prepare. Post and notify
- Election administration (E-30 min)
- Bank reconciliations (T-1.5)

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/11/2024 Report Time: 8:25:11 AM

11/04/2024 - 11/10/2024 [7 days]

| PHELAN, LC | |
|------------|--|
| | |
| | |
| | |

| DEPT(G2) AD | Pay Policy 500 |
|------------------|-------------------|
| Last Name PHELAN | First Name LORI L |
| | |

| Time Card | 7 | | 7 | | | |
|----------------|-----------|----------|---------|-----------|-----------|-------------|
| Date | Paycode | · IN | OUT | Reg Hrs | OT Hrs | Daily Total |
| 11/04/2024 Mon | 501 [TRW] | 07:57AM | 12:33PM | 4.5000000 | | |
| | 501 [TRW] | 01:15PM* | 04:44PM | 3.5000000 | | 8.00 |
| 11/05/2024 Tue | 501 [TRW] | 06:13AM | 02:06PM | 7.7500000 | | |
| | 501 [TRW] | 02:31PM | 11:26PM | 9.0000000 | | 16.75 |
| 11/06/2024 Wed | 501 [TRW] | 08:03AM | 12:50PM | 4.7500000 | | |
| | 501 [TRW] | 01:44PM | 04:36PM | 2.7500000 | | |
| | 501 [TRW] | 06:14PM | 07:12PM | 1.0000000 | | 8.50 |
| 11/07/2024 Thu | 501 [TRW] | 07:57AM | 01:43PM | 5.7500000 | | |
| | 501 [TRW] | 02:30PM | 05:00PM | 1.0000000 | 1.5000000 | 8.25 |
| 11/08/2024 Fri | 501 [TRW] | 08:03AM | 12:57PM | | 5.0000000 | |
| | 501 [TRW] | 02:30PM | 05:00PM | | 2.5000000 | 7.50 |
| 11/09/2024 Sat | 501 [TRW] | 09:26AM | 04:35PM | | 7.0000000 | 7.00 |
| 11/10/2024 Sun | 501 [TRW] | 09:34AM | 04:24PM | | 7.0000000 | 7.00 |

| Summary - A | AD001 [PHELAN, LORI L] | | | | - | | | | |
|-------------|------------------------|---------|------------|-----------|-----------|--------|---------|--------|-----------|
| | | | | | | | Accrual | | |
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | - 123/x | | | | | 57.00 |
| 3 [SICK] | | | | | | | | | 26.25 |
| 6 [FH] | | | | | | | | | 8.00 |
| 501 [TRW] | 1[UNUSED] | 40.00 | 23.00 | 63.00 | - | | | | |
| TOTALS | | 40.00 | 23.00 | 63.00 | | | | | 91.25 |

| CERTIFY THE | ABOVE | INFORMATION | TO | BE | CORRECT |
|--------------------|--------------|--------------------|----|----|---------|
|--------------------|--------------|--------------------|----|----|---------|

* Lai & Phela

x _____

Employee Signature

Lori Phelan

Time Distribution Work Log Week of November 4-10, 2024

Monday

- Distribute time sheets
- Emails
 - Request loan info for budget from FSB
 - Dean and Delta Term letters to BAER
- Election (6 Hrs)
 - Administration
 - o Set-up room
 - Core training cont'd

Tuesday

- Election Day administration
- Utility (1 hr)

Wednesday

- Election Administration-deliver materials to county and DSD (1.5 hrs)
- State Insurance
 - Agreement forms for ETF
 - Enrollment forms and info to staff
- Utility (2.5 hrs)
 - o customer assistance/receipt
 - o Balance adjustments
 - o Final read & bill for closing
 - o Discuss w/BL re:DNR lead notification letters (water .5 hrs)
- Plan Commission Hearing & Meeting

Thursday

- Remote deposit tech issue/support w/Dennis
 - Bank Deposit
- Ad for streets
- BOT Agenda prep

Friday

- Election Administration (2.5 hr)
 - County EDR questions
- Lead service (water .5 hr)
 - Draft meeting minutes
 - Finance Comm
 - Plan Comm hearing and meeting
- Meeting Agendas-prepare, post, notify
 - Finance Committee
 - Board of Trustees

Saturday

Budget

Sunday

- Lead notices w/BL (1 hr water)
- Budget

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/04/2024 Report Time: 9:39:07 AM

10/28/2024 - 11/03/2024 [7 days]

| PW003 | [JOHNSON | , HARRYI |
|-------|----------|----------|
|-------|----------|----------|

| Employee ID PW003 | DEPT(G2) FM | Pay Policy 401 |
|-------------------|-------------------|------------------|
| Pay Type 1 | Last Name JOHNSON | First Name HARRY |

| Ti | me Card | | | * | 3.7.5.5.1.1.1.1.1.3.3.3.3.3.3.3.3.3.3.3.3.3 | | |
|----|----------------|-----------|---------|---------|---|--------|-------------|
| | Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
| | 10/28/2024 Mon | 401 [STW] | 08:09AM | 12:09PM | 4.0000000 | | 4.00 |
| | 10/29/2024 Tue | 401 [STW] | 08:07AM | 12:07PM | 4.0000000 | | 4.00 |
| | 10/30/2024 Wed | 401 [STW] | 08:11AM | 12:52PM | 4.5000000 | | 4.50 |
| | 10/31/2024 Thu | 401 [STW] | 08:17AM | 12:20PM | 4.0000000 | | 4.00 |
| | 11/01/2024 Fri | 401 [STW] | 08:10AM | 11:31AM | 3.2500000 | | 3.25 |

Summary - PW003 [JOHNSON, HARRY]

| | | | | 1 II | | | Accrual | | |
|-----------|-----------|---------|------------|-----------|-----------|--------|---------|--------|-----------|
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Prior Bal | Adjust | Used | Earned | Available |
| 401 [STW] | 1[UNUSED] | 19.75 | | 19.75 | | | | | |
| TOTALS | | 19.75 | | 19.75 | | | | - | - |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

Employee Eignature

Man 19/28 Part up grow Mals, sweeped grow floor, part plows

On leter built, took Halloween staff to downfister

Two 19/29 Moved along HHH, fixes totion, across from

rumber yard + church

Ded 19/20 Moved halloween things out of board room, took

Govern Nets to white shed, would both ballfield.

Things 19/21 heplaced light bulks in Mens bath room, who

cleared space in besement for halloween staff, omptyed

garbage, cleaned toilets, racked street during

fri 1/11 fut owny halloween decorations, however purphises to

Treatment plant

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/11/2024 Report Time: 8:25:11 AM

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

11/04/2024 - 11/10/2024 [7 days]

| W003 [JOHNSON, H | IARRY] | | | |
|------------------|--------|-------------------|------------|-------|
| Employee ID | PW003 | DEPT(G2) FM | Pay Policy | 401 |
| Pay Type | 1 | Last Name JOHNSON | First Name | HARRY |

| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
|----------------|-----------|---------|---------|-----------|--------|-------------|
| 11/04/2024 Mon | 401 [STW] | 08:05AM | 12:03PM | 4.0000000 | | |
| 11/05/2024 Tue | 401 [STW] | 08:05AM | 12:13PM | 4.2500000 | | _ |
| 11/06/2024 Wed | 401 [STW] | 08:07AM | 12:05PM | 4.0000000 | | |
| 11/07/2024 Thu | 401 [STW] | 08:08AM | 12:09PM | 4.0000000 | | |
| 11/08/2024 Fri | 401 [STW] | 08:07AM | 11:45AM | 3.7500000 | | 3 |

| Summary - I | PW003 [JOHNSON, HARRY] | | | | | | | | |
|-------------|------------------------|---------|------------|-----------|-------------|--------|---------|--------|-----------|
| | | | | | | | Accrual | | |
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Prior Bal | Adjust | Used | Earned | Available |
| 401 [STW] | 1[UNUSED] | 20.00 | | 20.00 | | | | | |
| TOTALS | | 20.00 | | 20.00 | | | | • | |

Supervisor Signature cleaned out curb drains

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/04/2024 Report Time: 9:39:07 AM

10/28/2024 - 11/03/2024 [7 days]

| SP003 [LOSBY, BRADI | EN1 |
|---------------------|------------|
|---------------------|------------|

| Employee ID SP003 | DEPT(G2) PW | Pay Policy 300 |
|-------------------|-----------------|-------------------|
| Pay Type 3 | Last Name LOSBY | First Name BRADEN |

| Time Card | 1 | T | T | | | |
|----------------|-----------|----------|----------|-----------|--------|-------------|
| Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
| 10/28/2024 Mon | 301 [SEW] | 06:53AM | 12:04PM | 5.0000000 | | |
| | 301 [SEW] | 12:42PM | 03:28PM | 2.7500000 | | 7.75 |
| 10/29/2024 Tue | 301 [SEW] | 07:00AM | 10:36AM | 3.5000000 | | 3.50 |
| 10/30/2024 Wed | 301 [SEW] | 06:54AM | 12:20PM | 5.2500000 | | |
| | 301 [SEW] | 12:59PM | 03:26PM | 2.5000000 | | 7.75 |
| 10/31/2024 Thu | 301 [SEW] | 06:58AM | 10:59AM | 4.0000000 | | |
| | 301 [SEW] | 11:30AM | 03:37PM | 4.0000000 | | 8.00 |
| 11/01/2024 Fri | 301 [SEW] | 06:53AM | 02:28PM | 7.5000000 | | 7.50 |
| 11/02/2024 Sat | 301 [SEW] | 12:14PM | 02:14PM* | 2.0000000 | | 2.00 |
| 11/03/2024 Sun | 601 [WAW] | 10:16AM | 12:16PM* | 2.0000000 | | 2.00 |

Summary - SP003 [LOSBY, BRADEN]

| | or dee [EGOD1; BITADEN] | | | | | | | | |
|-----------|-------------------------|---------|------------|-----------|-----------|--------|---------|--------|-----------|
| | | | n 2 | | | | Accrual | | |
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | | | | | | 46.25 |
| 3 [SICK] | w | | | | 45.75 | 4.00 | | | 49.75 |
| 6 [FH] | | | | | | | | | 8.00 |
| 7 [BREV] | | | | | | | | | |
| 301 [SEW] | 1[UNUSED] | 36.50 | | 36.50 | | | | | |
| 601 [WAW] | 1[UNUSED] | 2.00 | | 2.00 | | | | | |
| TOTALS | | 38.50 | | 38.50 | 45.75 | 4.00 | | | 404.00 |
| | | 30.30 | | 30.30 | 45.75 | 4.00 | | | 104.00 |

| | | CERTIFY | THE | AB | OVE | INFOR | MATION | TO | BF | CORREC | T |
|--|--|---------|-----|----|-----|-------|--------|----|----|--------|---|
|--|--|---------|-----|----|-----|-------|--------|----|----|--------|---|

| x_BU | x |
|--------------------|----------------------|
| Employee Signature | Supervisor Signature |

Monday Oct 28 2024:

Daily rounds. – 2 hours – Water/Sewer

Cleaning skimmers and screen. - 3 hours

Working on wwtp security system. – 2 hours

Inspecting town hall rd for damage from ATC. – 1 hour

Tuesday Oct 29 2024:

Daily rounds. – 2 hours – Water/Sewer

Cleaning skimmers. – 1.5 hours

Out sick. – 4.5 hours

Wednesday Oct 30 2024:

Daily rounds and samples. – 3 hours – Water/Sewer

Cleaning lift stations. – 2 hours

Working out sceen issue. – 1 hour

Cleaning skimmers. – 2 hours

Thursday Oct 31 2024:

Daily rounds. – 2 hours

Decanting sludge tank. – 4 hours

Cleaning skimmers and screen. – 2 hours

Friday Nov 1 2024:

Daily rounds. – 2 hours

Menards and ups run. – 2 hours

Sump pump replacement. – 2 hours

Decanting sludge tank. – 2 hours

Saturday Nov 2 2024:

Weekend rounds and giving marshal Mike a ride to Dodgeville to pick up squad. – 2 hours

Sunday Nov 3 2024:

✓ Weekend rounds. – 2 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/11/2024 Report Time: 8:25:11 AM

11/04/2024 - 11/10/2024 [7 days]

| SP003 | [LOSBY | , BRADEN] |
|--------------|--------|-----------|
|--------------|--------|-----------|

| Employee ID SP003 | DEPT(G2) PW | Pay Policy 300 |
|-------------------|-----------------|-------------------|
| Pay Type 3 | Last Name LOSBY | First Name BRADEN |

| Time Card | | · | _ | | | |
|----------------|-----------|---------|----------|-----------|-----------|-------------|
| Date | Paycode | IŅ | OUT | Reg Hrs | OT Hrs | Daily Total |
| 11/04/2024 Mon | 301 [SEW] | 06:57AM | 11:47AM | 4.7500000 | | |
| | 301 [SEW] | 12:22PM | 03:31PM | 3.2500000 | | |
| | 301 [SEW] | 06:30PM | 08:15PM | 1.7500000 | | 9.75 |
| 11/05/2024 Tue | 301 [SEW] | 06:57AM | 11:54AM | 5.0000000 | | |
| | 301 [SEW] | 12:36PM | 03:35PM | 3.0000000 | | 8.00 |
| 11/06/2024 Wed | 301 [SEW] | 06:57AM | 12:08PM | 5.2500000 | | |
| | 301 [SEW] | 12:37PM | 03:31PM | 2.7500000 | | |
| | 301 [SEW] | 06:21PM | 07:23PM | 1.2500000 | | 9.25 |
| 11/07/2024 Thu | 301 [SEW] | 06:54AM | 12:11PM | 5.2500000 | | |
| | 301 [SEW] | 12:53PM | 03:34PM | 2.5000000 | | 7.75 |
| 11/08/2024 Fri | 301 [SEW] | 06:55AM | 02:58PM | 5.2500000 | 2.7500000 | 8.00 |
| 11/09/2024 Sat | 301 [SEW] | 07:12AM | 09:12AM* | | 2.0000000 | 2.00 |
| 11/10/2024 Sun | 601 [WAW] | 09:08AM | 11:33AM | | 2.2500000 | 2.25 |

| Summary - SP003 | [LOSBY, BRADEN] |
|-----------------|-----------------|
|-----------------|-----------------|

| Summary - | SPUUS [LUSBY, BRADEN] | | | | | | | | |
|-----------|-----------------------|---------|------------|-----------|-----------|--------|---------|--------|-----------|
| | | | | | | | Accrual | | |
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | | | | | | 46.25 |
| 3 [SICK] | | | | | | | | | 49.75 |
| 6 [FH] | | | | | | | | | 8.00 |
| 7 [BREV] | | | | | | | | | |
| 301 [SEW] | 1[UNUSED] | 40.00 | 4.75 | 44.75 | | | | | |
| 601 [WAW] | 1[UNUSED] | | 2.25 | 2.25 | | | | | |
| TOTALS | | 40.00 | 7.00 | 47.00 | | | | | 104.00 |

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

| x_13/ | x |
|--------------------|----------------------|
| Employee Signature | Supervisor Signature |

Monday Nov 4 2024:

Daily rounds. – 2 hours – Water/Sewer

Cleaning skimmers and screen. – 3 hours

Working on security system at wwtp. - 3 hours

Park and rec meeting. – 1.75 hours

Tuesday Nov 5 2024:

Daily rounds. – 2 hours – Water/Sewer

Receiving salt for the salt shed. – 2 hours

Water report. - 2 hours

Dealing with screen issue. – 2 hours

Wednesday Nov 6 2024:

Daily rounds and samples. - 3 hours - Water/Sewer

Had Collins and hying look into heat issu3e at wwtp. – 3 hours

Looking over new draft permit. – 3 hours

Plan commission meeting. – 1.25 hours

Thursday Nov 7 2024:

Daily rounds. – 2 hours

Working on electronic lock issue at wwtp. – 2 hours

Working on security system at wwtp. – 2 hours

Decanting sludge tank. – 2 hours

Friday Nov 8 2024:

Daily rounds. - 2 hours

Working out issues with new permit. – 2 hours

Working on letters for lead service inventory. – 2 hours

Working on heater in well 1. - 2 hours

Saturday Nov 9 2024:

Weekend rounds. – 2 hours

Sunday Nov 10 2024:

✓Weekend rounds. – 2 hours

Web CIK



Maggie's Hours 10/28-11/3

1 message

Deputy Clerk <deputyclerk@ridgewaywi.gov> To: Lori Phelan <clerk@ridgewaywi.gov>

Sun, Nov 3, 2024 at 7:59 PM

Maggie's hours:

10/28: 7:15pm-8:15pm

10/29: 4:15pm-7:15pm - white. 3hrs

10/30: 5:15pm-5:45pm & 6:15pm-8pm 2. 25

10/31: 7pm-7:30pm

11/1: 6:15pm-7:15pm 1.D

11/3: 3:30pm-4:30pm & 6:30pm-8pm 2.5

TO44 10,25

Deputy Clerk

208 Jarvis Street, Ridgeway, WI 53582 608-924-5881

www.ridgewaywi.gov

THE VILLAGE OF

RIDGEWAY

E-mail correspondence to and from this address may be subject to the open records law and may be disclosed to outside parties.



Maggie's Hours 11/4-11/10

1 message

Deputy Clerk <deputyclerk@ridgewaywi.gov> To: Lori Phelan <clerk@ridgewaywi.gov>

Sun, Nov 10, 2024 at 9:33 PM

Maggie's hours:

11/4: 6pm-815pm 2.25

11/5: 12:30pm-2pm & 5pm-7pm & 6:30pm-8pm 5.0

11/7: 7pm-8:30pm 1.5

11/8: 7:15pm-8:45pm 1.5

11/9: 6:30pm-7:45pm 1.25

11/10: 12pm-1pm & 6pm-7pm 20

Maggie

Total 13.5

208 Jarvis Street, Ridgeway, WI 53582 608-924-5881

www.ridgewaywi.gov

THE VILLAGE OF

RIDGEWAY

E-mail correspondence to and from this address may be subject to the open records law and may be disclosed to outside parties.

Mike Phelan 11-28-8:30-12:30-4 -30-8:30-12:30-4 I 10-31-8:30-12:30-4 11-1-8:30-11:30-3 Total-15 I Mike Phelan III-H-8:30-12:00-31/2 11-6-8:30-1:00-4/2 II | 1-7-8:30 - 12:00-31/2 11-8-8:30-12:30-4 Total-15/2

Report Date: 11/11/2024 Report Time: 11:18:28 AM

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

Primary Sort By: LOC(G1);DEPT(G2);Employee 10/28/2024 - 11/10/2024 [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 o | f Ridgewa | ay] | | | | |
| EMPORATION OF GARAGESTATION | | . DE | EPT: PD [I | Police] | | | | | |
| GORHAM, MICHAEL [PD011] | | 72.50 | -8.50 | | | 16.00 | | | 80.00 |
| PD [Police] Total: | 0.00 | 72.50 | -8.50 | 0.00 | 0.00 | 16.00 | 0.00 | 0.00 | 80.00 |
| Head Count: | | | | | | | | | 1 |
| 1 [Village of Ridgeway] Total: | 0.00 | 72.50 | -8.50 | 0.00 | 0.00 | 16.00 | 0.00 | 0.00 | 80.00 |
| Head Count: | | | | | | | | | |
| Grand Total: | 0.00 | 72.50 | -8.50 | 0.00 | 0.00 | 16.00 | 0.00 | 0.00 | 80.00 |
| Head Count: | | | | *************************************** | | | | | |

END OF REPORT

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

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/04/2024 Report Time: 9:39:07 AM

10/28/2024 - 11/03/2024 [7 days]

| PD011 [GORH | IAM, MICHAEL] |
|-------------|---------------|
|-------------|---------------|

| Employee ID PD011 | DEPT(G2) F | PD | Pay Policy | 203 |
|-------------------|------------|--------|------------|-----|
| Pay Type 1 | Last Name | GORHAM | First Name | |

| Tir | ime Card | | | | | | | | | |
|-----|----------------|-----------|----------|----------|------------|--------|-------------|--|--|--|
| | Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total | | | |
| | 10/28/2024 Mon | 204 [POV] | | | 8.0000000 | | 8.00 | | | |
| | 10/29/2024 Tue | 204 [POV] | | | 8.0000000 | | 8.00 | | | |
| | 10/30/2024 Wed | 205 [POP] | 04:00PM* | 02:00AM* | 10.0000000 | | 10.00 | | | |
| | 10/31/2024 Thu | 205 [POP] | 04:30PM* | 01:00AM* | 8.5000000 | | 8.50 | | | |
| | 11/02/2024 Sat | 205 [POP] | 02:30PM* | 04:30PM* | 2.0000000 | | | | | |
| | | 205 [POP] | 07:00PM* | 02:00AM* | 7.0000000 | | 9.00 | | | |

| Summary - | PD011 [GORHAM, MICHAEL] | 3 | | | | | Same a Si | | |
|-----------|-------------------------|---------|------------|-----------|---|--------|-----------|--------|---------------------|
| | | | - | | *************************************** | | Accrual | | |
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | | 25.25 | | 16.00 | | 9.25 |
| 3 [SICK] | | | | | 142.00 | 4.00 | | | 146.00 |
| 6 [FH] | | | | | | | | | 10. 334004000000000 |
| 204 [POV] | 1[UNUSED] | 16.00 | | 16.00 | | ē | | | |
| 205 [POP] | 1[UNUSED] | 27.50 | | 27.50 | | | | | |
| TOTALS | | 43.50 | | 43.50 | 167.25 | 4.00 | 16.00 | | 155.25 |

| CERTIFY TH | E AE | OVE IN | ORMATIO | N TO | BE (| CORRECT |
|------------|------|--------|---------|------|------|---------|
|------------|------|--------|---------|------|------|---------|

Employee Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 11/11/2024 Report Time: 8:25:11 AM

11/04/2024 - 11/10/2024 [7 days]

| PD011 [| GORHAM | , MICHAEL] |
|---------|---------------|------------|
|---------|---------------|------------|

| Employee ID PD011 | DEPT(G2) PD | Pay Policy 203 |
|-------------------|------------------|--------------------|
| Pay Type 1 | Last Name GORHAM | First Name MICHAEL |

| Tir | Time Card | | | | | | |
|-----|----------------|------------|----------|----------|------------|--------|-------------|
| | Date | Paycode | IN | OUT | Reg Hrs | OT Hrs | Daily Total |
| | 11/04/2024 Mon | 205 [POP] | 06:30PM* | 11:00PM* | 4.5000000 | | 4.50 |
| | 11/05/2024 Tue | 205 [POP] | 01:00PM* | 02:00AM* | 13.0000000 | | 13.00 |
| | 11/06/2024 Wed | 205 [POP] | 08:00PM* | 12:30AM* | 4.5000000 | | 4.50 |
| | 11/07/2024 Thu | 205 [POP] | 07:30PM* | 10:30PM* | 3.0000000 | | 3.00 |
| | 11/09/2024 Sat | 205 [POP] | 08:30PM* | 03:00AM* | 6.5000000 | | 6.50 |
| | 11/10/2024 Sun | 205 [POP] | 03:30PM* | 12:00AM* | 8.5000000 | | |
| | | 208 [PADJ] | | | -8.5000000 | | |

| Summary - PD011 [GORHAM, MICHAEL] | | | | | | | | | |
|-----------------------------------|-----------|---------|------------|-----------|-----------|--------|---------|--------|-----------|
| | | | | | | | Accrual | | |
| Paycode | N/A | Reg Hrs | OT1 - OT-2 | Total Hrs | Prior Bal | Adjust | Used | Earned | Available |
| 2 [VACA] | | | | | | | | | 9.25 |
| 3 [SICK] | | | | | | | | | 146.00 |
| 6 [FH] | | | | | | | | | |
| 205 [POP] | 1[UNUSED] | 40.00 | | 40.00 | | | | | |
| 208 [PADJ] | 1[UNUSED] | -8.50 | | -8.50 | | | | | |
| TOTALS | | 31.50 | | 31.50 | | | | - | 155.25 |

| Ω |
|---|
| I CERTIFY THE APOVE INFORMATION TO BE CORRECT |
| × MMMY |

Employee Signature

X_____



Transfer Notification

1 message

fsbops@farmerssavings.com <fsbops@farmerssavings.com> To: clerk@ridgewaywi.gov, fsbops@farmerssavings.com

Thu, Nov 14, 2024 at 1:32 PM

Payroll.ach received from VILLAGE OF RIDGE on 11/14/2024 has passed all origination steps without exception.

| First Effective Date: | 11/20/2024 |
|--------------------------|---------------------|
| Debit Totals: | \$6,996.89 |
| Credit Totals: | \$6,996.89 |
| Number of Debits: | 1 |
| Number of Credits: | 6 |
| Client Name: | VILLAGE OF RIDGE |
| Reference Number: | 571479bbd5 |
| ACH Transfer Type: | Payroll |

Thank you, fsbops@farmerssavings.com