

Summary Report.TA - No distribution

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

03/02/2026 - 03/15/2026 [14 days]

Employee	Police Wages	Reg Hours	Police (off Site Punch) Reg Hours	Adjust Hours	Holidays Hours	Police Float Ho	Vacation Hours	Police Sick Hours	Police Grant	Reg Hours	Total Hrs
LOC: 1 [Village of Ridgeway]											
DEPT: PD [Police]											
GORHAM, MICHAEL [PD011]		77.75		-5.75						8.00	80.00
PD [Police] Total:		77.75	0.00	-5.75	0.00	0.00	0.00	0.00		8.00	80.00
Head Count:											1
1 [Village of Ridgeway] Total:		77.75	0.00	-5.75	0.00	0.00	0.00	0.00		8.00	80.00
Head Count:											1
Grand Total:		77.75	0.00	-5.75	0.00	0.00	0.00	0.00		8.00	80.00
Head Count:											1

END OF REPORT

Summary Report.TA - No distribution

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/09/2026

03/02/2026 - 03/08/2026 [7 days]

Report Time: 8:58:59 AM

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
03/02/2026 Mon	201 [POW]	03:16PM	09:50PM	6.5000000		6.50
03/03/2026 Tue	201 [POW]	02:10PM	11:00PM*	8.7500000		8.75
03/04/2026 Wed	201 [POW]	06:04PM	09:30PM	3.5000000		3.50
03/05/2026 Thu	201 [POW]	01:30PM*	11:20PM	9.7500000		9.75
03/06/2026 Fri	201 [POW]	02:11PM	12:07AM	9.7500000		9.75
03/07/2026 Sat	201 [POW]	08:00AM*	12:00PM*	4.0000000		4.00

Summary - PD011 [GORHAM, MICHAEL]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.00
3 [SICK]									61.50
6 [FH]									8.00
201 [POW]	1[UNUSED]	42.25		42.25					
TOTALS		42.25		42.25					229.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/16/2026

03/09/2026 - 03/15/2026 [7 days]

Report Time: 1:45:10 PM

PD011 [GORHAM, MICHAEL]			
Employee ID	PD011	DEPT(G2)	PD
Pay Type	1	Last Name	GORHAM
Pay Policy	203	First Name	MICHAEL

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/09/2026 Mon	201 [POW]	01:30PM*	04:00PM*	2.5000000		
	201 [POW]	06:00PM*	10:00PM*	4.0000000		6.50
03/10/2026 Tue	201 [POW]	12:42PM	10:17PM	9.5000000		9.50
03/11/2026 Wed	201 [POW]	11:37AM	07:57PM	8.5000000		8.50
03/13/2026 Fri	201 [POW]	03:34PM	10:30PM*	7.0000000		7.00
03/14/2026 Sat	201 [POW]	04:05PM*	08:05PM	4.0000000		4.00
03/15/2026 Sun	206 [POG]	11:00AM*	07:00PM*	8.0000000		
	208 [PADJ]			-5.7500000		2.25

Summary - PD011 [GORHAM, MICHAEL]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									160.00
3 [SICK]									61.50
6 [FH]									8.00
201 [POW]	1[UNUSED]	35.50		35.50					
206 [POG]	1[UNUSED]	8.00		8.00					
208 [PADJ]	1[UNUSED]	-5.75		-5.75					
TOTALS		37.75		37.75					229.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Work log hours for timesheet allocations per 2026 budget

03/02-08/2026								03/09-15/2026								Totals												
		Reg	OT	Vacation	Holiday	Sick				Reg	OT	Vacation	Holiday	Sick		Reg	OT	Vacation	Holiday	Sick								
work		Lori		hours	39.25	0.00	0.00	0.00	0.00	39.25	work		Lori		hours	32.00	0.00	4.00	0.00	0.00	36.00	Lori	71.25	0.00	4.00	0.00	0.00	75.25
Dept	Percent								Dept	Percent								Dept										
C/T	87.00%	34.15	0.00	0.00	0.00	0.00		C/T	87.00%	27.84	0.00	3.48	0.00	0.00		C/T	61.99	0.00	3.48	0.00	0.00		65.47					
Election Adm	3.00%	1.18	0.00	0.00	0.00	0.00		Election Adm	3.00%	0.96	0.00	0.12	0.00	0.00		Election Adm	2.14	0.00	0.12	0.00	0.00		2.26					
C/T/E Total	90.00%	35.33	0.00	0.00	0.00	0.00		C/T/E Total	90.00%	28.80	0.00	3.60	0.00	0.00		C/T/E Total	64.13	0.00	3.60	0.00	0.00		67.73					
SewerAdm	5.00%	1.96	0.00	0.00	0.00	0.00		SewerAdm	5.00%	1.60	0.00	0.20	0.00	0.00		SewerAdm	3.56	0.00	0.20	0.00	0.00		3.76					
WaterAdm	5.00%	1.96	0.00	0.00	0.00	0.00		WaterAdm	5.00%	1.60	0.00	0.20	0.00	0.00		WaterAdm	3.56	0.00	0.20	0.00	0.00		3.76					
work		Marj		hours	36.00	0.00	0.00	0.00	36.00	work		Marj		hours	36.00	0.00	0.00	0.00	0.00	36.00	Marj	72	0	0	0	0	72.00	
Dept	Percent								Dept	Percent								Dept										
AdmSvs	65.00%	23.40	0.00	0.00	0.00	0.00		AdmSvs	65.00%	23.40	0.00	0.00	0.00	0.00		AdmSvs	46.80	0.00	0.00	0.00	0.00		46.80					
SewerAdm	5.00%	1.80	0.00	0.00	0.00	0.00		SewerAdm	5.00%	1.80	0.00	0.00	0.00	0.00		SewerAdm	3.60	0.00	0.00	0.00	0.00		3.60					
WaterAdm	5.00%	1.80	0.00	0.00	0.00	0.00		WaterAdm	5.00%	1.80	0.00	0.00	0.00	0.00		WaterAdm	3.60	0.00	0.00	0.00	0.00		3.60					
Park Wages	25.00%	9.00	0.00	0.00	0.00	0.00		Park Wages	25.00%	9.00	0.00	0.00	0.00	0.00		Park Wages	18.00	0.00	0.00	0.00	0.00		18.00					
work		Harry		hours	16.25				16.25	work		Harry		hours	20.25					20.25	Harry	36.5					36.50	
Dept	Percent								Dept	Percent								Dept										
Park	28.00%	4.55						Park	28.00%	5.67						Park	10.22		0.00	0.00	0.00		10.22					
Sewer	1.00%	0.16						Sewer	1.00%	0.20						Sewer	0.37		0.00	0.00	0.00		0.37					
Water	2.00%	0.33						Water	2.00%	0.41						Water	0.73		0.00	0.00	0.00		0.73					
Street	43.00%	6.99						Street	43.00%	8.71						Street	15.70		0.00	0.00	0.00		15.70					
FacMaint	26.00%	4.23						FacMaint	26.00%	5.27						FacMaint	9.49		0.00	0.00	0.00		9.49					
work		Lamont		hours	40.00	2.50	0.00	0.00	0.00	42.50	work		Lamont		hours	40.00	10.00	0.00	0.00	0.00	50.00	Lamont	80.00	12.5	0	0	0	92.50
Dept	Percent								Dept	Percent								Dept										
Streets	6.00%	2.40	0.15	0.00	0.00			Streets	6.00%	2.40	0.60	0.00	0.00	0.00		Streets	4.80	0.75	0.00	0.00	0.00		5.55					
Sewer	72.00%	28.80	1.80	0.00	0.00			Sewer	72.00%	28.80	7.20	0.00	0.00	0.00		Sewer	57.60	9.00	0.00	0.00	0.00		66.60					
Water	22.00%	8.80	0.55	0.00	0.00			Water	22.00%	8.80	2.20	0.00	0.00	0.00		Water	17.60	2.75	0.00	0.00	0.00		20.35					
work		Kevin		hours	40.00	6.25	0.00	0.00	0.00	46.25	work		Kevin		hours	40.00	5.00	0.00	0.00	0.00	45.00	Kevin	80	11.25	0	0	0	91.25
Dept	Percent								Dept	Percent								Dept										
Park	20.00%	8.00	1.25	0.00	0.00	0.00		Park	20.00%	8.00	1.00	0.00	0.00	0.00		Park	16.00	2.25	0.00	0.00	0.00		18.25					
Sewer	5.00%	2.00	0.31	0.00	0.00	0.00		Sewer	10.00%	4.00	0.50	0.00	0.00	0.00		Sewer	6.00	0.81	0.00	0.00	0.00		6.81					
Water	5.00%	2.00	0.31	0.00	0.00	0.00		Water	10.00%	4.00	0.50	0.00	0.00	0.00		Water	6.00	0.81	0.00	0.00	0.00		6.81					
Streets	70.00%	28.00	4.38	0.00	0.00	0.00		Streets	60.00%	24.00	3.00	0.00	0.00	0.00		Streets	52.00	7.38	0.00	0.00	0.00		59.38					
		171.50	8.75	0.00	0.00	0.00				168.25	15.00	4.00	0.00	0.00				339.75	23.75	4.00	0.00	0.00						

Time Distribution Report.LC - Allocation of hours

Report Date: 03/18/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 8:35:19 AM

03/02/2026 - 03/08/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	14.25	0.00	14.25
AD [General Admin]	511[CW]	20.50	0.00	20.50
EL [ADMIN-ELECTION]	551[ECW]	1.00	0.00	1.00
SE [Sewer]	305[SADW]	1.75	0.00	1.75
WA [Water]	605[WADW]	1.75	0.00	1.75
AD001 [PHELAN, LORI L] Total:		39.25	0.00	39.25
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	26.50	0.00	26.50
PA [Parks]	101[PAW]	6.00	0.00	6.00
SE [Sewer]	305[SADW]	1.75	0.00	1.75
WA [Water]	605[WADW]	1.75	0.00	1.75
AD005 [RINIKER, MARJORIE] Total:		36.00	0.00	36.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	16.25	0.00	16.25
PW003 [JOHNSON, HARRY] Total:		16.25	0.00	16.25
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	26.25	2.00	28.25
ST [Streets]	401[STW]	1.75	0.00	1.75
WA [Water]	601[WAW]	12.00	0.50	12.50
PW007 [LARKINS, LAMONT] Total:		40.00	2.50	42.50
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	2.00	0.00	2.00
SE [Sewer]	301[SEW]	11.50	2.00	13.50
ST [Streets]	401[STW]	23.00	2.25	25.25
WA [Water]	601[WAW]	3.50	2.00	5.50
SP004 [MECKLEY, KEVIN] Total:		40.00	6.25	46.25
Grand Totals:		171.50	8.75	180.25

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/09/2026

03/02/2026 - 03/08/2026 [7 days]

Report Time: 8:58:59 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

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/02/2026 Mon	511 [CW]	07:54AM	12:46PM	4.7500000		7.75
	511 [CW]	01:26PM	04:35PM	3.0000000		
03/04/2026 Wed	511 [CW]	07:53AM	12:00PM	4.0000000		12.00
	511 [CW]	01:17PM	09:10PM	8.0000000		
03/05/2026 Thu	511 [CW]	08:24AM	03:47PM	7.2500000		9.75
	511 [CW]	05:10PM	07:51PM	2.5000000		
03/06/2026 Fri	511 [CW]	08:02AM	01:51PM	5.7500000		5.75
03/07/2026 Sat	511 [CW]	08:49AM	12:51PM	4.0000000		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]									137.50
3 [SICK]									78.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	39.25		39.25					
TOTALS		39.25		39.25					224.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

03/02-08/26	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total hrs
Clerk							
Agendas	0.5		1	1.5	1.25		4.25
Minutes					0.75		0.75
Licensing							0
Timesheets & allocations	0.5		2.5				3
Miscellaneous-Emails, Phone calls	3		1.25	2.25			6.5
Ordinances							0
BOT/Comm Meeting-preparation, attend, wrap up, follow up, social media			2	2.5	1	0.5	6
Holiday							0
Vacation							0
Sick							0
							0
Daily totals	4	0	6.75	6.25	3	0.5	
Clerk Totals							20.5
Treasurer							
Invoices, CC receipts			1.5		1.25		2.75
Deposits							0
Payroll-taxes, reports, WRS, W-2	1.5		1.5	1.5			4.5
Bank/CC reconciliation						1	1
Property Tax							0
Miscellaneous-Bank transfers, Auditor, resident questions	1.5		1.5	2	0.5	0.5	6
Holiday							0
Vacation							0
Sick							0
Daily totals	3	0	4.5	3.5	1.75	1.5	
Treasurer Totals							14.25
Utility							
Customer inquiry						1.5	1.5
Billing & receipting							0
SEWER only-spec project							0
WATER only-spec project							0
Miscellaneous-Forms, HeyGov, Final reads, Title Co.			0.5		1	0.5	2
Daily totals	0	0	0.5	0	1	2	
Sewer total							1.75
Water total							1.75
Election							
WisVote, election admin, notices	0.25						0.25
Voter maintenance-Registrations, absentee-requests							0
Pollworkers-scheduling, training							0
Miscellaneous	0.5		0.25				0.75
Daily totals	0.75	0	0.25	0	0	0	
Election Totals							1
Daily totals	7.75	0	12	9.75	5.75	4	
Total hours							39.25

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/09/2026

03/02/2026 - 03/08/2026 [7 days]

Report Time: 8:58:59 AM

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
03/02/2026 Mon	701 [ADSW]	07:49AM	01:26PM	5.7500000		8.00
	701 [ADSW]	02:19PM	04:31PM	2.2500000		
03/03/2026 Tue	701 [ADSW]	07:59AM	12:54PM	5.0000000		9.75
	701 [ADSW]	01:53PM	04:31PM	2.5000000		
	701 [ADSW]	06:11PM	08:30PM	2.2500000		
03/04/2026 Wed	701 [ADSW]	07:54AM	01:31PM	5.5000000		7.50
	701 [ADSW]	02:32PM	04:34PM	2.0000000		
03/05/2026 Thu	701 [ADSW]	07:56AM	12:54PM	5.0000000		7.75
	701 [ADSW]	01:44PM	04:33PM	2.7500000		
03/06/2026 Fri	701 [ADSW]	07:55AM	11:02AM	3.0000000		3.00

Summary - AD005 [RINIKER, MARJORIE]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									112.00
3 [SICK]									48.50
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					168.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x 
Employee Signature

x 
Supervisor Signature

Marj Riniker

Week of

3/2/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.25	0.25		0.5	0.25	1.25
Invoices	2.5	1.5	1	3		8
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)		0.5	0.5	0.5		1.5
Social Media (create content, monitor accts, posting)	0.5	1	0.25	1	0.25	3
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	2.25	3.25	3.25	1.75	1.5	12
meetings - inperson or online						0
Clerk/treasurer						0
grant work					0.75	0.75
Property tax						0
Elections						0
PTO						0
Daily totals	5.5	6.5	5	6.75	2.75	26.5
Admin/Deputy Totals						26.5
Park/Rec						
Event work			0.25			0.25
Meetings/prep	1.5	2.75	1	0.25		5.5
Social Media			0.25			0.25
Daily totals	1.5	2.75	1.5	0.25	0	
Park/Rec Totals						6
Utility						
Billing/rcptg/meters	1	0.5	1	0.75	0.25	3.5
Water only						0
Sewer only						0
Daily totals	1	0.5	1	0.75	0.25	
Utility Totals						3.5
Daily totals	8	9.75	7.5	7.75	3	
Total hours						36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/09/2026

03/02/2026 - 03/08/2026 [7 days]

Report Time: 8:58:59 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	Reg Hrs	OT Hrs	Daily Total
03/02/2026 Mon	401 [STW]	08:02AM	11:59AM	4.0000000		4.00
03/03/2026 Tue	401 [STW]	08:02AM	12:03PM	4.0000000		4.00
03/04/2026 Wed	401 [STW]	08:01AM	12:15PM	4.2500000		4.25
03/06/2026 Fri	401 [STW]	08:03AM	12:01PM	4.0000000		4.00

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]	16.25		16.25					
TOTALS		16.25		16.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *Paul Polan*
Supervisor Signature

Mon 3/2 Replaced light bulbs in mens bathroom, swept gym floors
re-hacked exit light case in gym, put away tables and chairs
in ML room, swept floor & cleared kitchen
Tue 3/3 Worked at RCC, scraped walls in room 202
Wed 3/4 Set up tables & chairs in ML room, emptied garbage, worked
on room 202
Fri 3/6 Put away pickleball net, rolled out gym mats, Moped hallways
& bath rooms

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/09/2026

03/02/2026 - 03/08/2026 [7 days]

Report Time: 8:58:59 AM

PW007 [LARKINS, LAMONT]					
Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/02/2026 Mon	301 [SEW]	06:20AM	12:00PM	5.7500000		8.00
	301 [SEW]	12:29PM	02:50PM	2.2500000		
03/03/2026 Tue	301 [SEW]	06:02AM	12:15PM	6.2500000		8.25
	301 [SEW]	12:45PM	02:42PM	2.0000000		
03/04/2026 Wed	301 [SEW]	06:15AM	12:00PM	5.7500000		9.50
	301 [SEW]	12:31PM	02:31PM	2.0000000		
	301 [SEW]	06:15PM	08:00PM	1.7500000		
03/05/2026 Thu	301 [SEW]	05:59AM	12:08PM	6.2500000		8.75
	301 [SEW]	12:46PM	03:14PM	2.5000000		
03/06/2026 Fri	301 [SEW]	06:33AM	11:30AM	5.0000000		8.00
	301 [SEW]	11:59AM	03:01PM	0.5000000	2.5000000	

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									72.00
3 [SICK]									32.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	2.50	42.50					
TOTALS		40.00	2.50	42.50					112.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X _____

Supervisor Signature

Lamont Larkins

Weekly Work Log March 02

Monday 03/02/2026:

Water Daily Operations – 2 hours

Sewer Daily Operations – 6 hours

Tuesday 03/03/2026:

Water Daily Operations – 4 hours

Sewer Daily Operations – 4 hours

Wednesday 03/04/2026:

Water Daily Operations – 3 hours

Sewer Daily Operations – 5 hours

Safety Meeting – 1.75 hours

Thursday 03/05/2026:

Water Daily Operations, EMOR -3 hours

Sewer Daily Operations, cleaning plant- 5 hours

Met with Marshal - 0.75 hours

Friday 03/06/2026:

Water Daily Operations, meters – 2 hour

Sewer Daily Operations, cleaned plant,EMOR- 6 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/09/2026

03/02/2026 - 03/08/2026 [7 days]


Report Time: 8:58:59 AM

SP004 [MECKLEY, KEVIN]			
Employee ID	SP004	DEPT(G2)	ST
Pay Type	3	Last Name	MECKLEY
Pay Policy	400	First Name	KEVIN

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/02/2026 Mon	401 [STW]	06:57AM	12:00PM	5.0000000		8.00
	401 [STW]	12:20PM	03:29PM	3.0000000		
03/03/2026 Tue	401 [STW]	06:52AM	12:30PM	5.5000000		10.25
	401 [STW]	12:57PM	03:30PM	2.5000000		
	401 [STW]	06:18PM	08:25PM	2.2500000		
03/04/2026 Wed	401 [STW]	06:51AM	12:00PM	5.0000000		8.00
	401 [STW]	12:20PM	03:29PM	3.0000000		
03/05/2026 Thu	401 [STW]	06:56AM	11:59AM	5.0000000		8.00
	401 [STW]	12:20PM	03:29PM	3.0000000		
03/06/2026 Fri	401 [STW]	06:52AM	11:59AM	5.0000000		8.00
	401 [STW]	12:22PM	03:26PM	0.7500000	2.2500000	
03/07/2026 Sat	401 [STW]	09:21AM				
03/08/2026 Sun	401 [STW]	09:10AM				

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									60.00
3 [SICK]									48.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	2.25	42.25					
TOTALS		40.00	2.25	42.25					116.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X 
Supervisor Signature

Monday March 2nd 2026

Washed skid steer – 2 hours

Washed truck – 2 hours

Worked at treatment plant – 4 hours

Tuesday March 3rd 2026

Clened shop floor – 1 hour

Met with Rual for quote – 1 hour

Treatment plant – 4 hours

Shop work – 2 hours

Park N Rec meeting – 2 hours

Wednesday March 4th 2026

Meter read – 1 hour

Locates – 2 hours

Checked out CC roof – 1 hour

Treatment plant – 4 hours

Thursday March 5th 2026

Worked on equipment logs – 3 hours

Shop work – 5 hours

Friday March 6th 2026

Rolled out mats = 1 hour

Cleaned shop floor – 1 hour

Rain day shop work – 6 hours

~~Saturday~~
Sunday March 7th 2026

Weekend rounds – 2 hours

Sunday March 8th

Weekend rounds – 2 hours

Time Distribution Report.LC - Allocation of hours

Report Date: 03/18/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 1:11:12 PM

03/09/2026 - 03/15/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
Employee: AD001 [PHELAN, LORI L]				
AD [General Admin]	501[TRW]	9.00	0.00	9.00
AD [General Admin]	504[TRV]	2.00	0.00	2.00
AD [General Admin]	511[CW]	15.75	0.00	15.75
AD [General Admin]	514[CV]	2.00	0.00	2.00
EL [ADMIN-ELECTION]	551[ECW]	5.25	0.00	5.25
SE [Sewer]	305[SADW]	1.00	0.00	1.00
WA [Water]	605[WADW]	1.00	0.00	1.00
AD001 [PHELAN, LORI L] Total:		36.00	0.00	36.00
Employee: AD005 [RINIKER, MARJORIE]				
AD [General Admin]	701[ADSW]	32.50	0.00	32.50
PA [Parks]	101[PAW]	0.50	0.00	0.50
SE [Sewer]	305[SADW]	1.50	0.00	1.50
WA [Water]	605[WADW]	1.50	0.00	1.50
AD005 [RINIKER, MARJORIE] Total:		36.00	0.00	36.00
Employee: PW003 [JOHNSON, HARRY]				
FM [FACILITES MAINTENANCE]	611[FMW]	20.25	0.00	20.25
PW003 [JOHNSON, HARRY] Total:		20.25	0.00	20.25
Employee: PW007 [LARKINS, LAMONT]				
SE [Sewer]	301[SEW]	30.00	3.50	33.50
SP [Streets Plowing]	401[STW]	0.00	4.50	4.50
WA [Water]	601[WAW]	10.00	2.00	12.00
PW007 [LARKINS, LAMONT] Total:		40.00	10.00	50.00
Employee: SP004 [MECKLEY, KEVIN]				
PA [Parks]	101[PAW]	2.00	0.00	2.00
SE [Sewer]	301[SEW]	6.00	0.00	6.00
SP [Streets Plowing]	401[STW]	0.00	2.75	2.75
ST [Streets]	401[STW]	26.00	2.25	28.25
WA [Water]	601[WAW]	6.00	0.00	6.00
SP004 [MECKLEY, KEVIN] Total:		40.00	5.00	45.00
Grand Totals:		172.25	15.00	187.25

END OF REPORT

Time Distribution Report.LC - Allocation of hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/18/2026

03/09/2026 - 03/15/2026 [7 days]

Report Time: 11:35:56 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						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/09/2026 Mon	511 [CW]	08:00AM	12:40PM	4.7500000		8.00
	511 [CW]	01:27PM	04:39PM	3.2500000		
03/10/2026 Tue	511 [CW]	08:01AM	11:35AM	3.5000000		12.50
	511 [CW]	01:03PM	09:56PM	9.0000000		
03/11/2026 Wed	514 [CV]			2.0000000		4.00
	504 [TRV]			2.0000000		
03/12/2026 Thu	511 [CW]	08:02AM	10:13AM	2.2500000		5.75
	511 [CW]	01:31PM	04:57PM	3.5000000		
03/13/2026 Fri	511 [CW]	07:56AM	12:02PM	4.0000000		4.00
03/15/2026 Sun	511 [CW]	08:00PM*	09:45PM*	1.7500000		1.75

Summary - AD001 [PHELAN, LORI L]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]					137.50		4.00		133.50
3 [SICK]									78.75
6 [FH]									8.00
504 [TRV]	1[UNUSED]	2.00		2.00					
511 [CW]	1[UNUSED]	32.00		32.00					
514 [CV]	1[UNUSED]	2.00		2.00					
TOTALS		36.00		36.00	137.50		4.00		220.25

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x _____

Supervisor Signature

Lori Phelan

03/09-15/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday	Total hrs	
Clerk								
Agendas	1.5						1.5	
Minutes		1		0.25	0.75		2	
Licensing							0	
Timesheets & allocations							0	
Miscellaneous-Emails, Phone calls		1.5		2	1.5		5	
Ordinances							0	
BOT/Comm Meeting-preparation, attend, wrap up & follow up. Social media & website updates	0.75	4.5			0.25	1.75	7.25	
Holiday							0	
Vacation			2				2	
Sick							0	
							0	
Daily totals	2.25	7	2	2.25	2.5	1.75		
							Clerk Totals	17.75
Treasurer								
Invoices,checks, CC receipts	0.5	2		0.5			3	
Deposits					0.25		0.25	
Payroll-taxes, reports, WRS, W-2		0.5					0.5	
Bank/CC reconciliation	3						3	
Property Tax				0.5	0.5		1	
Miscellaneous-Bank transfers, Auditor, resident questions	0.25	1					1.25	
Holiday							0	
Vacation			2				2	
Sick							0	
Daily totals	3.75	3.5	2	1	0.75	0		
							Treasurer Totals	11
Utility								
Customer inquiry							0	
Billing & receipting							0	
SEWER only-spec project							0	
WATER only-spec project							0	
Miscellaneous-Forms, HeyGov, Final reads, Title Co.	1			0.5	0.5		2	
Daily totals	1	0	0	0.5	0.5	0		
							Sewer total	1
							Water total	1
Election								
WisVote, election admin, notices	1	0.5		0.5	0.25		2.25	
Voter maintenance-Registrations, absentee-requests							0	
Pollworkers-scheduling, training		1.5		1.5			3	
Miscellaneous							0	
Daily totals	1	2	0	2	0.25	0		
							Election Totals	5.25
Daily totals	8	12.5	4	5.75	4	1.75		
							Total hours	36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/16/2026

03/09/2026 - 03/15/2026 [7 days]

Report Time: 1:45:10 PM

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
03/09/2026 Mon	701 [ADSW]	07:47AM	01:30PM	5.7500000		8.25
	701 [ADSW]	02:22PM	04:38PM	2.5000000		
03/10/2026 Tue	701 [ADSW]	07:54AM	01:33PM	5.5000000		7.75
	701 [ADSW]	02:16PM	04:33PM	2.2500000		
03/11/2026 Wed	701 [ADSW]	07:57AM	12:53PM	5.0000000		8.00
	701 [ADSW]	01:30PM*	04:28PM*	3.0000000		
03/12/2026 Thu	701 [ADSW]	07:47AM	01:38PM	6.0000000		8.00
	701 [ADSW]	02:34PM	04:31PM	2.0000000		
03/13/2026 Fri	701 [ADSW]	07:59AM	12:03PM	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
2 [VACA]									112.00
3 [SICK]									48.50
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	36.00		36.00					
TOTALS		36.00		36.00					168.50

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker
Employee Signature

x Lori L. Phelan
Supervisor Signature

Marj Riniker

Week of

3/9/2026	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
Admin/Deputy						
Licences	0.25					0.25
Invoices		0.5	1	0.5		2
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	0.25	0.25	0.5	2	0.5	3.5
Social Media (create content, moniter accts, posting)	2.25	1.75	2	1	0.5	7.5
Misc office work (filing/copies/phone/Cust Asst/ reports/ projects)	4.75	2.25	3	3	1.75	14.75
meetings - inperson or online						0
Clerk/treasurer		1		0.25		1.25
grant work		1.5	1		0.5	3
Property tax						0
Elections				0.25		0.25
PTO						0
Daily totals	7.5	7.25	7.5	7	3.25	32.5
Admin/Deputy Totals						32.5
Park/Rec						
Event work	0.25				0.25	0.5
Meetings/prep						0
Social Media						0
Daily totals	0.25	0	0	0	0.25	
Park/Rec Totals						0.5
Utility						
Billing/rcptg/meters	0.5	0.5	0.5	1	0.5	3
Water only						0
Sewer only						0
Daily totals	0.5	0.5	0.5	1	0.5	
Utility Totals						3
Daily totals	8.25	7.75	8	8	4	
Total hours						36

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/16/2026

03/09/2026 - 03/15/2026 [7 days]

Report Time: 1:45:10 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	Reg Hrs	OT Hrs	Daily Total
03/09/2026 Mon	401 [STW]	08:05AM	12:22PM	4.2500000		4.25
03/10/2026 Tue	401 [STW]	08:00AM	12:02PM	4.0000000		4.00
03/11/2026 Wed	401 [STW]	08:03AM	12:02PM	4.0000000		4.00
03/12/2026 Thu	401 [STW]	07:55AM	11:57AM	4.0000000		4.00
03/13/2026 Fri	401 [STW]	08:04AM	12:07PM	4.0000000		4.00

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]	20.25		20.25					
TOTALS		20.25		20.25					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*
Employee Signature

x *[Signature]*
Supervisor Signature

Mon- 3/9 put up pickle ball net, sweep gym floor, turned clocks ahead
 put together office chair, emptied garbage
 Tues 3/10 swept boardroom floor and hallways, counted Easter bags
 worked at RCE
 wed 3/11 fixed outside sign, cleaned women's bathroom, work on
 room 202
 Thurs 3/12 stocked cleaners in storage room, moved shelf from
 Marshall's office & fastened to the wall, worked at RCE
 Fri 3/13 put away tables & chairs in my room, moped hallways and
 bathrooms, emptied garbage

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/16/2026

03/09/2026 - 03/15/2026 [7 days]

Report Time: 1:45:10 PM

PW007 [LARKINS, LAMONT]					
Employee ID	PW007	DEPT(G2)	PW	Pay Policy	300
Pay Type	3	Last Name	LARKINS	First Name	LAMONT

Time Card						
Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/09/2026 Mon	301 [SEW]	06:50AM	12:00PM	5.2500000		7.50
	301 [SEW]	12:30PM	02:42PM	2.2500000		
03/10/2026 Tue	301 [SEW]	06:13AM	12:00PM	5.7500000		10.75
	301 [SEW]	12:30PM	02:31PM	2.0000000		
	301 [SEW]	06:45PM	09:40PM	3.0000000		
03/11/2026 Wed	301 [SEW]	05:46AM	12:01PM	6.2500000		8.75
	301 [SEW]	12:28PM	03:00PM	2.5000000		
03/12/2026 Thu	301 [SEW]	06:42AM	12:16PM	5.5000000		7.25
	301 [SEW]	12:43PM	02:32PM	1.7500000		
03/13/2026 Fri	301 [SEW]	06:51AM	12:00PM	5.2500000		7.25
	301 [SEW]	12:30PM	02:31PM	0.5000000	1.5000000	
03/14/2026 Sat	401 [STW]	08:00AM*	10:00AM*		2.0000000	2.00
03/15/2026 Sun	301 [SEW]	08:14AM	10:14AM*		2.0000000	6.50
	401 [STW]	10:15AM*	02:52PM*		4.5000000	

Summary - PW007 [LARKINS, LAMONT]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									72.00
3 [SICK]									32.00
6 [FH]									8.00
301 [SEW]	1[UNUSED]	40.00	3.50	43.50					
401 [STW]	1[UNUSED]		6.50	6.50					
TOTALS		40.00	10.00	50.00					112.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 
Employee Signature

X _____
Supervisor Signature

Lamont Larkins

Weekly Work Log March 09

Monday 03/09/2026:

Water Daily Operations – 2 hours

Sewer Daily Operations, cleaning plant – 6 hours

Tuesday 03/10/2026:

Water Daily Operations – 2 hours

Sewer Daily Operations – 6 hours

Board meeting - 3 hours

Wednesday 03/11/2026:

Water Daily Operations – 2 hours

Sewer Daily Operations – 6 hours

Thursday 03/12/2026:

Water Daily Operations -2 hours

Sewer Daily Operations, cleaning plant- 6 hours

Friday 03/13/2026:

Water Daily Operations, meters – 2 hour

Sewer Daily Operations, cleaning plant - 6 hours

Saturady 03/14/26:

System checks – 2 hours

Sunday 03/15/26:

System checks – 2 hours

Plowed – 4.5 hours

Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/16/2026

03/09/2026 - 03/15/2026 [7 days]

Report Time: 1:45:10 PM

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
03/09/2026 Mon	401 [STW]	06:52AM	12:00PM	5.0000000		8.00
	401 [STW]	12:24PM	03:31PM	3.0000000		
03/10/2026 Tue	401 [STW]	06:52AM	11:59AM	5.0000000		10.50
	401 [STW]	12:21PM	03:29PM	3.0000000		
	401 [STW]	06:51PM	09:21PM	2.5000000		
03/11/2026 Wed	401 [STW]	06:53AM	11:59AM	5.0000000		8.00
	401 [STW]	12:22PM	03:30PM	3.0000000		
03/12/2026 Thu	401 [STW]	06:53AM	12:00PM	5.0000000		8.00
	401 [STW]	12:25PM*	03:23PM*	3.0000000		
03/13/2026 Fri	401 [STW]	06:56AM	11:59AM	5.0000000		7.75
	401 [STW]	12:21PM	03:18PM	0.5000000	2.2500000	
03/15/2026 Sun	401 [STW]	02:49PM	05:31PM		2.7500000	2.75

Summary - SP004 [MECKLEY, KEVIN]									
Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									60.00
3 [SICK]									48.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	5.00	45.00					
TOTALS		40.00	5.00	45.00					116.00

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday March 9th 2026

Clened up down tree – 2 hours

Checked all garbage – 1 hour

Inspection on park – 2 hours

Worked at treatment plant – 3 hours

Tuesday March 10th 2026

Cleaned and sharpened chain saw – 2 hours

Cleaned shop floor – 1 hour

Picked up brush – 2 hours

Worked with Lamont – 3 hours

Board meeting – 2 hours

Wednesday March 11th 2026

Cleaned and organized office – 5 hours

Worked at well house – 3 hours

Thursday March 12th 2026

Finished cleaning office and bathroom – 4 hours

Hauled brush – 1 hour

Changed all garbage – 1 hour

Shop work – 2 hours

Friday March 13th 2026

Got equipment ready for snow storm – 5 hours

Worked with Lamont – 3 hours

Sunday March 15th 2026

Plowed and salted – 2.5 hours

Pay Periods: 3/02/2026 Thru: 3/15/2026

Total Checks: 6

Earnings:

Regular Pay	11,820.71	428.50	Hours
Overtime Pay	1,087.52	23.75	Hours
Shift Pay	357.04	8.00	Hours

	13,265.27		

Withholdings:

Federal	1,277.67
Social Security	748.28
Medicare	175.01
Wisconsin	476.43
HEALTH INS.	1,196.22
WRS	897.13

	4,770.74

NET PAY 8,494.53

Flexible Time Off:

	<u>Used</u>	<u>Earned</u>
FLOATER	0.00	0.00
SICK HOURS	0.00	0.00
VACATION HOURS	4.00	0.00
	-----	-----
	4.00	0.00

Fringes - (Benefits Paid by Employer):

Social Security	748.28
Medicare	175.01
Retirement	1,108.06
HEALTH	3,040.86

	5,072.21