

### Summary Report.TA - No distribution

Report Date: 04/01/2026

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

Report Time: 11:44:42 AM

03/16/2026 - 03/29/2026 [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 Hours	Reg Hours	Total Hrs
<b>LOC: 1 [Village of Ridgeway]</b>											
<b>DEPT: PD [Police]</b>											
GORHAM, MICHAEL [PD011]		80.50		-0.50							80.00
<b>PD [Police] Total:</b>		80.50	0.00	-0.50	0.00	0.00	0.00	0.00		0.00	80.00
<i>Head Count:</i>											<b>1</b>
<b>1 [Village of Ridgeway] Total:</b>		80.50	0.00	-0.50	0.00	0.00	0.00	0.00		0.00	80.00
<i>Head Count:</i>											<b>1</b>
<b>Grand Total:</b>		80.50	0.00	-0.50	0.00	0.00	0.00	0.00		0.00	80.00
<i>Head Count:</i>											<b>1</b>

END OF REPORT

Summary Report.TA - No distribution

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/23/2026

03/16/2026 - 03/22/2026 [7 days]

Report Time: 8:30:20 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
03/16/2026 Mon	201 [POW]	10:00AM*	04:30PM*	6.5000000		6.50
03/17/2026 Tue	201 [POW]	08:00AM*	04:30PM*	8.5000000		8.50
03/18/2026 Wed	201 [POW]	08:00AM*	04:30PM*	8.5000000		8.50
03/19/2026 Thu	201 [POW]	08:00AM*	04:00PM*	8.0000000		8.00
03/20/2026 Fri	201 [POW]	08:00AM*	03:00PM*	7.0000000		7.00
03/21/2026 Sat	201 [POW]	10:00AM*	04:30PM*	6.5000000		6.50

#### 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]	45.00		45.00					
<b>TOTALS</b>		<b>45.00</b>		<b>45.00</b>					<b>229.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X   
Employee Signature

X \_\_\_\_\_  
Supervisor Signature

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/30/2026

03/23/2026 - 03/29/2026 [7 days]

Report Time: 4:19:43 PM

**PD011 [GORHAM, MICHAEL]**

<b>Employee ID</b>	PD011	<b>DEPT(G2)</b>	PD	<b>Pay Policy</b>	203
<b>Pay Type</b>	1	<b>Last Name</b>	GORHAM	<b>First Name</b>	MICHAEL

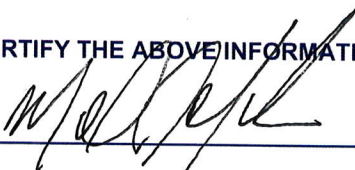
**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/23/2026 Mon	201 [POW]	01:00PM*	04:00PM*	3.0000000		
	201 [POW]	06:00PM*	10:00PM*	4.0000000		7.00
03/24/2026 Tue	201 [POW]	02:30PM*	07:00PM*	4.5000000		4.50
03/25/2026 Wed	201 [POW]	10:48AM	06:51PM	8.0000000		8.00
03/26/2026 Thu	201 [POW]	10:30AM*	12:00PM*	1.5000000		1.50
03/27/2026 Fri	201 [POW]	01:24PM	09:11PM	7.7500000		7.75
03/28/2026 Sat	201 [POW]	03:06PM	08:19PM*	5.2500000		5.25
03/29/2026 Sun	208 [PADJ]			-0.5000000		-0.50

**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]	34.00		34.00					
208 [PADJ]	1[UNUSED]	-0.50		-0.50					
<b>TOTALS</b>		<b>33.50</b>		<b>33.50</b>					<b>229.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X  \_\_\_\_\_  
Employee Signature

X \_\_\_\_\_  
Supervisor Signature



### Time Distribution Report.LC - Allocation of hours

Report Date: 03/31/2026

Primary Sort By: Employee;DEPT(G2)

Report Time: 4:35:10 PM

03/16/2026 - 03/22/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	5.75	0.00	5.75
AD [General Admin]	504[TRV]	1.50	0.00	1.50
AD [General Admin]	511[CW]	15.50	0.00	15.50
AD [General Admin]	514[CV]	1.50	0.00	1.50
EL [ADMIN-ELECTION]	551[ECW]	8.75	0.00	8.75
SE [Sewer]	305[SADW]	1.00	0.00	1.00
WA [Water]	605[WADW]	2.00	0.00	2.00
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>36.00</b>	<b>0.00</b>	<b>36.00</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	701[ADSW]	22.50	0.00	22.50
AD [General Admin]	705[ADSK]	8.00	0.00	8.00
PA [Parks]	101[PAW]	0.50	0.00	0.50
SE [Sewer]	305[SADW]	2.75	0.00	2.75
WA [Water]	605[WADW]	2.75	0.00	2.75
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>36.50</b>	<b>0.00</b>	<b>36.50</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	9.75	0.00	9.75
SP [Streets Plowing]	401[STW]	13.25	0.00	13.25
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>23.00</b>	<b>0.00</b>	<b>23.00</b>
<b>Employee: PW007 [LARKINS, LAMONT]</b>				
SE [Sewer]	301[SEW]	19.00	2.00	21.00
SP [Streets Plowing]	401[STW]	9.50	0.00	9.50
ST [Streets]	401[STW]	5.00	0.00	5.00
WA [Water]	601[WAW]	6.50	0.00	6.50
<b>PW007 [LARKINS, LAMONT] Total:</b>		<b>40.00</b>	<b>2.00</b>	<b>42.00</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
SE [Sewer]	301[SEW]	2.50	0.00	2.50
SP [Streets Plowing]	401[STW]	22.00	0.00	22.00
ST [Streets]	401[STW]	10.50	0.00	10.50
ST [Streets]	404[STV]	8.00	0.00	8.00
WA [Water]	601[WAW]	2.50	0.00	2.50
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>45.50</b>	<b>0.00</b>	<b>45.50</b>
<b>Grand Totals:</b>		<b>181.00</b>	<b>2.00</b>	<b>183.00</b>

END OF REPORT

Time Distribution Report.LC - Allocation of hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/23/2026

03/16/2026 - 03/22/2026 [7 days]

Report Time: 8:30:20 AM

#### AD001 [PHELAN, LORI L]

<b>Employee ID</b>	AD001	<b>DEPT(G2)</b>	AD	<b>Pay Policy</b>	500
<b>Pay Type</b>	3	<b>Last Name</b>	PHELAN	<b>First Name</b>	LORI L

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/16/2026 Mon	504 [TRV]			1.5000000		8.50
	511 [CW]	08:59AM	01:45PM*	4.7500000		
	511 [CW]	03:21PM	03:57PM	0.7500000		
	514 [CV]			1.5000000		
03/17/2026 Tue	511 [CW]	08:00AM	11:33AM	3.5000000		7.75
	511 [CW]	12:13PM	04:33PM	4.2500000		
03/18/2026 Wed	511 [CW]	07:57AM	12:17PM	4.2500000		8.00
	511 [CW]	12:44PM	04:31PM	3.7500000		
03/19/2026 Thu	511 [CW]	08:54AM	03:29PM	6.5000000		6.50
03/20/2026 Fri	511 [CW]	07:53AM	12:03PM	4.0000000		4.00
03/22/2026 Sun	511 [CW]	04:17PM	05:36PM	1.2500000		1.25

#### 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		3.00		130.50
3 [SICK]									78.75
6 [FH]									8.00
504 [TRV]	1[UNUSED]	1.50		1.50					
511 [CW]	1[UNUSED]	33.00		33.00					
514 [CV]	1[UNUSED]	1.50		1.50					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>	<b>133.50</b>		<b>3.00</b>		<b>217.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Lori Phelan

<b>3/16-22/26</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Sunday	Total hrs	
<b>Clerk</b>								
Agendas		0.25					0.25	
Minutes	1.5	0.5					2	
Licensing		0.25				1.25	1.5	
Timesheets & allocations	0.5		1.5	0.5			2.5	
Miscellaneous-Emails, Phone calls	0.5	1	1		1.5		4	
Ordinances				0.5			0.5	
BOT/Comm Meeting-preparation, attend, wrap up & follow up. Social media & website updates	0.5	1.5	0.5	1.5	0.75		4.75	
Holiday							0	
Vacation	1.5						1.5	
Sick							0	
							0	
<b>Daily totals</b>	<b>4.5</b>	<b>3.5</b>	<b>3</b>	<b>2.5</b>	<b>2.25</b>	<b>1.25</b>		
							<b>Clerk Totals</b>	<b>17</b>
<b>Treasurer</b>								
Invoices, CC receipts		1	0.5				1.5	
Deposits							0	
Payroll-taxes, reports, WRS, W-2			1.25	1	0.75		3	
Bank/CC reconciliation							0	
Property Tax							0	
Miscellaneous-Bank transfers, Auditor, resident questions		0.75	0.5				1.25	
Holiday							0	
Vacation	1.5						1.5	
Sick							0	
<b>Daily totals</b>	<b>1.5</b>	<b>1.75</b>	<b>2.25</b>	<b>1</b>	<b>0.75</b>	<b>0</b>		
							<b>Treasurer Totals</b>	<b>7.25</b>
<b>Utility</b>								
Customer inquiry							0	
Billing & receipting		0.5	1				1.5	
SEWER only-spec project							0	
WATER only-spec project					1		1	
Miscellaneous-Forms, HeyGov, Final reads, Title Co.			0.5				0.5	
<b>Daily totals</b>	<b>0</b>	<b>0.5</b>	<b>1.5</b>	<b>0</b>	<b>1</b>	<b>0</b>		
							<b>Sewer total</b>	<b>1</b>
							<b>Water total</b>	<b>2</b>
<b>Election</b>								
WisVote, election admin, notices	2	1.5					3.5	
Voter maintenance-Registrations, absentee-requests							0	
Pollworkers-scheduling, training			1.25	2.5			3.75	
Miscellaneous	0.5	0.5		0.5			1.5	
<b>Daily totals</b>	<b>2.5</b>	<b>2</b>	<b>1.25</b>	<b>3</b>	<b>0</b>	<b>0</b>		
							<b>Election Totals</b>	<b>8.75</b>
<b>Daily totals</b>	<b>8.5</b>	<b>7.75</b>	<b>8</b>	<b>6.5</b>	<b>4</b>	<b>1.25</b>		
							<b>Total hours</b>	<b>36</b>

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/23/2026

03/16/2026 - 03/22/2026 [7 days]

Report Time: 8:30:20 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
03/16/2026 Mon	705 [ADSK]			8.000000		8.00
03/17/2026 Tue	701 [ADSW]	07:50AM	12:23PM	4.750000		8.25
	701 [ADSW]	12:59PM	04:33PM	3.500000		
03/18/2026 Wed	701 [ADSW]	07:49AM	01:12PM	5.500000		8.00
	701 [ADSW]	02:00PM	04:32PM	2.500000		
03/19/2026 Thu	701 [ADSW]	07:48AM	12:46PM	5.000000		8.00
	701 [ADSW]	01:30PM*	04:27PM	3.000000		
03/20/2026 Fri	701 [ADSW]	07:53AM	12:15PM	4.250000		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]									112.00
3 [SICK]					48.50		8.00		40.50
6 [FH]									8.00
701 [ADSW]	1[UNUSED]	28.50		28.50					
705 [ADSK]	1[UNUSED]	8.00		8.00					
<b>TOTALS</b>		<b>36.50</b>		<b>36.50</b>	<b>48.50</b>		<b>8.00</b>		<b>160.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker  
Employee Signature

x Lai L. Phelan  
Supervisor Signature

Marj Riniker

Week of

<b>3/16/2026</b>	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
<b>Admin/Deputy</b>						
Licences			0.5		0.25	0.75
Invoices		1	1.5	0.75		3.25
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	s	0.25	0.5	0.5	0.25	1.5
Social Media (create content, moniter accts, posting)	i	3	1	1.5	0.25	5.75
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	c	1.25	1.5	3.25	1.25	7.25
meetings - inperson or online	k				0.25	0.25
Clerk/treasurer	d			0.5		0.5
grant work	a		1	0.5	1	2.5
Property tax	y					0
Elections		0.75				0.75
PTO	8					8
<b>Daily totals</b>	<b>8</b>	<b>6.25</b>	<b>6</b>	<b>7</b>	<b>3.25</b>	<b>30.5</b>
<b>Admin/Deputy Totals</b>						<b>30.5</b>
<b>Park/Rec</b>						
Event work						0
Meetings/prep					0.5	0.5
Social Media						0
<b>Daily totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.5</b>	
<b>Park/Rec Totals</b>						<b>0.5</b>
<b>Utility</b>						
Billing/rcptg/meters		2	2	1	0.5	5.5
Water only						0
Sewer only						0
<b>Daily totals</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0.5</b>	
<b>Utility Totals</b>						<b>5.5</b>
<b>Daily totals</b>	<b>8</b>	<b>8.25</b>	<b>8</b>	<b>8</b>	<b>4.25</b>	
<b>Total hours</b>						<b>36.5</b>

**Employee Timecard - LPHELAN-07/27/2015**

Report Date: 03/23/2026

03/16/2026 - 03/22/2026 [7 days]

Report Time: 8:30:20 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
03/16/2026 Mon	401 [STW]	06:11AM	01:40PM	7.5000000		7.50
03/17/2026 Tue	401 [STW]	07:59AM	12:10PM	4.2500000		4.25
03/18/2026 Wed	401 [STW]	07:54AM	11:35AM	3.5000000		3.50
03/19/2026 Thu	401 [STW]	08:04AM	12:04PM	4.0000000		4.00
03/20/2026 Fri	401 [STW]	08:05AM	11:52AM	3.7500000		3.75

**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]	23.00		23.00					
<b>TOTALS</b>		<b>23.00</b>		<b>23.00</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x *[Signature]*  
Supervisor Signature

Mon 3/16 Plowed snow + salted  
 Tues 3/17 Plowed and salted sidewalks, shoveled sidewalks at Rcc  
 fixed shifter on UTV  
 Wed 3/18 Plowed + salted sidewalks, cleaned vent in Mens bathroom  
 Worked at Rcc  
 Thurs 3/19 cleaned bath rooms, replaced toilet paper holders in  
 Mens bath room, swept gym floor, worked at Rcc  
 Fri 3/20 Rotted out gym mats, moped bathrooms & hallways, worked  
 at Rcc

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/23/2026

03/16/2026 - 03/22/2026 [7 days]

Report Time: 8:30:20 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
03/16/2026 Mon	301 [SEW]	04:49AM	12:14PM	7.5000000		9.00
	301 [SEW]	12:44PM*	02:10PM*	1.5000000		
03/17/2026 Tue	301 [SEW]	05:56AM	11:31AM	5.5000000		8.25
	301 [SEW]	12:00PM	02:43PM	2.7500000		
03/18/2026 Wed	301 [SEW]	06:05AM	12:00PM	6.0000000		8.00
	301 [SEW]	12:30PM	02:30PM	2.0000000		
03/19/2026 Thu	301 [SEW]	06:09AM	11:40AM	5.5000000		8.00
	301 [SEW]	12:10PM	02:49PM	2.5000000		
03/20/2026 Fri	301 [SEW]	05:59AM	02:41PM	6.7500000	2.0000000	8.75

**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	2.00	42.00					
<b>TOTALS</b>		<b>40.00</b>	<b>2.00</b>	<b>42.00</b>					<b>112.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

**Lamont Larkins**

**Weekly Work Log March 16**

**Monday 03/16/2026:**

Water Daily Operations – 1 hour

Sewer Daily Operations – 1 hour

Snow removal – 7.5 hours

**Tuesday 03/17/2026:**

Water Daily Operations – 2 hours

Sewer Daily Operations – 4 hours

Snow removal – 2 hours

**Wednesday 03/18/2026:**

Water Daily Operations – 1 hour

Sewer Daily Operations – 2 hours

Cleared storm drains – 5 hours

**Thursday 03/19/2026:**

Water Daily Operations - 2 hours

Sewer Daily Operations, cleaning plant- 6 hours

**Friday 03/20/2026:**

Water Daily Operations, meters – 2 hour

Sewer Daily Operations, cleaning plant - 6 hours



Monday March 16th 2026

Plowed snow – 8 hours

Tuesday March 17th 2026

Cleaned up snow from main St. and CC – 8 hours

Wednesday March 18th 2026

Salted – 2 hours

Clened storm drains – 6 hours

Thursday March 19th 2026

installed water meter – 1 hour

Cleaned shop floor – 1 hour

Cleared snow piles from shop lot – 3 hours

Shop work – 3 hours

Friday March 20th 2026

Day off

Saturday March 21st 2026

Weekend rounds – 2 hours

Sunday March 22nd 2026

Weekend rounds – 2 hours

### Time Distribution Report.LC - Allocation of hours

Report Date: 04/01/2026

Report Time: 10:58:16 AM

Primary Sort By: Employee;DEPT(G2)

03/23/2026 - 03/29/2026 [7 days]

DEPT (G2)	Paycode	Reg. Hrs	OT-1	Total Hrs
<b>Employee: AD001 [PHELAN, LORI L]</b>				
AD [General Admin]	501[TRW]	7.00	0.00	7.00
AD [General Admin]	511[CW]	15.50	0.00	15.50
EL [ADMIN-ELECTION]	551[ECW]	6.25	0.00	6.25
SE [Sewer]	305[SADW]	4.75	0.00	4.75
WA [Water]	605[WADW]	5.25	0.00	5.25
<b>AD001 [PHELAN, LORI L] Total:</b>		<b>38.75</b>	<b>0.00</b>	<b>38.75</b>
<b>Employee: AD005 [RINIKER, MARJORIE]</b>				
AD [General Admin]	704[ADSV]	36.00	0.00	36.00
<b>AD005 [RINIKER, MARJORIE] Total:</b>		<b>36.00</b>	<b>0.00</b>	<b>36.00</b>
<b>Employee: PW003 [JOHNSON, HARRY]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	14.25	0.00	14.25
PA [Parks]	101[PAW]	1.50	0.00	1.50
<b>PW003 [JOHNSON, HARRY] Total:</b>		<b>15.75</b>	<b>0.00</b>	<b>15.75</b>
<b>Employee: PW007 [LARKINS, LAMONT]</b>				
SE [Sewer]	301[SEW]	27.00	5.25	32.25
ST [Streets]	401[STW]	1.00	0.00	1.00
WA [Water]	601[WAW]	12.00	2.00	14.00
<b>PW007 [LARKINS, LAMONT] Total:</b>		<b>40.00</b>	<b>7.25</b>	<b>47.25</b>
<b>Employee: SP004 [MECKLEY, KEVIN]</b>				
FM [FACILITES MAINTENANCE]	611[FMW]	1.00	0.00	1.00
SE [Sewer]	301[SEW]	3.50	0.00	3.50
ST [Streets]	401[STW]	32.00	2.25	34.25
WA [Water]	601[WAW]	3.50	0.00	3.50
<b>SP004 [MECKLEY, KEVIN] Total:</b>		<b>40.00</b>	<b>2.25</b>	<b>42.25</b>
<b>Grand Totals:</b>		<b>170.50</b>	<b>9.50</b>	<b>180.00</b>

END OF REPORT

Time Distribution Report.LC - Allocation of hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/30/2026

03/23/2026 - 03/29/2026 [7 days]

Report Time: 11:12:25 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
03/23/2026 Mon	511 [CW]	07:46AM	12:09PM	4.5000000		9.25
	511 [CW]	01:25PM	06:13PM	4.7500000		
03/24/2026 Tue	511 [CW]	07:55AM	12:30PM	4.5000000		8.00
	511 [CW]	01:30PM	05:07PM	3.5000000		
03/25/2026 Wed	511 [CW]	07:42AM	12:29PM	4.7500000		8.75
	511 [CW]	01:01PM	04:54PM	4.0000000		
03/26/2026 Thu	511 [CW]	07:48AM	03:59PM	8.2500000		8.25
03/27/2026 Fri	511 [CW]	07:54AM	12:24PM	4.5000000		4.50

#### Summary - AD001 [PHELAN, LORI L]

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									130.50
3 [SICK]									78.75
6 [FH]									8.00
511 [CW]	1[UNUSED]	38.75		38.75					
<b>TOTALS</b>		<b>38.75</b>		<b>38.75</b>					<b>217.25</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Lori L. Phelan

Employee Signature

x \_\_\_\_\_

Supervisor Signature

Lori Phelan

3/23-29/26	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
<b>Clerk</b>						
Agendas				0.75		0.75
Minutes			0.5	0.25		0.75
Licensing				0.25	2	2.25
Timesheets & allocations	0.5					0.5
Miscellaneous-Emails, Phone calls	1.5	1	2.25	1		5.75
Ordinances						0
BOT/Comm Meeting-preparation, attend, wrap up & follow up. Social media & website updates	3.5	1	1			5.5
Holiday						0
Vacation						0
Sick						0
						0
<b>Daily totals</b>	5.5	2	3.75	2.25	2	

**Clerk Totals 15.5**

<b>Treasurer</b>						
Invoices, CC receipts		0.5	0.5	1	0.5	2.5
Deposits	0.5	1		1		2.5
Payroll-taxes, reports, WRS, W-2		0.25				0.25
Bank/CC reconciliation					0.25	0.25
Property Tax		1				1
Miscellaneous-Bank transfers, Auditor, resident questions		0.5				0.5
Holiday						0
Vacation						0
Sick						0
						0
<b>Daily totals</b>	0.5	3.25	0.5	2	0.75	

**Treasurer Totals 7**

<b>Utility</b>						
Customer inquiry	0.5					0.5
Billing & receipting	1.5	2	1.25	1.5	1.5	7.75
SEWER only-spec project						0
WATER only-spec project				0.5		0.5
Miscellaneous-Forms, HeyGov, Final reads, Title Co.	1		0.25			1.25
						0
<b>Daily totals</b>	3	2	1.5	2	1.5	

**Sewer total 4.75**

**Water total 5.25**

<b>Election</b>						
WisVote, election admin, notices		0.25	1	2	0.25	3.5
Voter maintenance-Registrations, absentee-requests	0.25	0.25	0.75			1.25
Pollworkers-scheduling, training		0.25				0.25
Miscellaneous			1.25			1.25
						0
<b>Daily totals</b>	0.25	0.75	3	2	0.25	

**Election Totals 6.25**

<b>Daily totals</b>	9.25	8	8.75	8.25	4.5	
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**Total hours 38.75**

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/30/2026

03/23/2026 - 03/29/2026 [7 days]

Report Time: 11:12:25 AM

#### AD005 [RINIKER, MARJORIE]

<b>Employee ID</b>	AD005	<b>DEPT(G2)</b>	AD	<b>Pay Policy</b>	700
<b>Pay Type</b>	3	<b>Last Name</b>	RINIKER	<b>First Name</b>	MARJORIE

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/23/2026 Mon	704 [ADSV]			8.0000000		8.00
03/24/2026 Tue	704 [ADSV]			8.0000000		8.00
03/25/2026 Wed	704 [ADSV]			8.0000000		8.00
03/26/2026 Thu	704 [ADSV]			8.0000000		8.00
03/27/2026 Fri	704 [ADSV]			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		36.00		76.00
3 [SICK]									40.50
6 [FH]									8.00
704 [ADSV]	1[UNUSED]	36.00		36.00					
<b>TOTALS</b>		<b>36.00</b>		<b>36.00</b>	<b>112.00</b>		<b>36.00</b>		<b>124.50</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x Marj Riniker  
Employee Signature

x Kai L. Phelan  
Supervisor Signature

Marj Riniker <sup>23</sup>  
 Week of **3/16/2026**

	Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
<b>Admin/Deputy</b>						
Licences	v	v	v	v	v	0
Invoices	a	a	a	a	a	0
Library/Comm Ctr (assist custs, plan events, rentals, room set ups, etc)	c	c	c	c	c	0
Social Media (create content, moniter accts, posting)	a	a	a	a	a	0
Misc office work (filing/copies/phone/Cus t Asst/ reports/ projects)	t	t	t	t	t	0
meetings - inperson or online	i	i	i	i	i	0
Clerk/treasurer	o	o	o	o	o	0
grant work	n	n	n	n	n	0
Property tax						0
Elections						0
PTO	8	8	8	8	4	36
<b>Daily totals</b>	8	8	8	8	4	36
<b>Admin/Deputy Totals</b>						<b>36</b>
<b>Park/Rec</b>						
Event work						0
Meetings/prep						0
Social Media						0
<b>Daily totals</b>	0	0	0	0	0	0
<b>Park/Rec Totals</b>						<b>0</b>
<b>Utility</b>						
Billing/rcptg/meters						0
Water only						0
Sewer only						0
<b>Daily totals</b>	0	0	0	0	0	0
<b>Utility Totals</b>						<b>0</b>
<b>Daily totals</b>	8	8	8	8	4	36
<b>Total hours</b>						<b>36</b>

### Employee Timecard - LPHELAN-07/27/2015

03/23/2026 - 03/29/2026 [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
03/23/2026 Mon	401 [STW]	08:09AM	12:03PM	3.7500000		3.75
03/24/2026 Tue	401 [STW]	08:04AM	12:06PM	4.0000000		4.00
03/25/2026 Wed	401 [STW]	08:09AM	11:40AM	3.5000000		3.50
03/26/2026 Thu	401 [STW]	08:06AM	12:30PM	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]	15.75		15.75					
<b>TOTALS</b>		<b>15.75</b>		<b>15.75</b>					

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

x *Harry Johnson*  
Employee Signature

x *[Signature]*  
Supervisor Signature

Mon 3/23 Rolled up gym mats, sweep gym floor, emptied garbage, worked at RCC

Tues 3/24 Worked at RCC, set up tables & chairs in MP room, started painting room job

Wed 3/25 Worked at RCC, emptied garbage at park & across from Dodger Mart, restocked dog station

Thurs 3/26 Worked at RCC, raked leaves in front of RCC, put up fence in back of RCC

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/30/2026

03/23/2026 - 03/29/2026 [7 days]

Report Time: 11:12:25 AM

#### PW007 [LARKINS, LAMONT]

<b>Employee ID</b>	PW007	<b>DEPT(G2)</b>	PW	<b>Pay Policy</b>	300
<b>Pay Type</b>	3	<b>Last Name</b>	LARKINS	<b>First Name</b>	LAMONT

#### Time Card

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/23/2026 Mon	301 [SEW]	05:53AM	11:33AM	5.5000000		11.25
	301 [SEW]	12:03PM	05:48PM	5.7500000		
03/24/2026 Tue	301 [SEW]	05:56AM	12:04PM	6.0000000		8.00
	301 [SEW]	12:30PM	02:30PM	2.0000000		
03/25/2026 Wed	301 [SEW]	05:54AM	11:32AM	5.5000000		8.00
	301 [SEW]	12:00PM	02:30PM	2.5000000		
03/26/2026 Thu	301 [SEW]	05:59AM	11:31AM	5.5000000		8.00
	301 [SEW]	11:58AM	02:30PM	2.5000000		
03/27/2026 Fri	301 [SEW]	07:11AM	12:36PM	4.7500000	0.5000000	8.00
	301 [SEW]	01:04PM	03:41PM		2.7500000	
03/28/2026 Sat	301 [SEW]	10:15AM	12:15PM*		2.0000000	2.00
03/29/2026 Sun	601 [WAW]	10:01AM	12:01PM*		2.0000000	2.00

#### 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	5.25	45.25					
601 [WAW]	1[UNUSED]		2.00	2.00					
<b>TOTALS</b>		<b>40.00</b>	<b>7.25</b>	<b>47.25</b>					<b>112.00</b>

I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X \_\_\_\_\_

Supervisor Signature

**Lamont Larkins**

**Weekly Work Log March 23**

**Monday 03/23/2026:**

Water Daily Operations – 1 hour

Sewer Daily Operations – 7 hour

**Tuesday 03/24/2026:**

Water Daily Operations – 2 hours

Sewer Daily Operations – 4 hours

Locates – 2 hours

**Wednesday 03/25/2026:**

Water Daily Operations – 1 hours

Sewer Daily Operations – 4 hours

Locates – 3 hours

**Thursday 03/26/2026:**

Water Daily Operations - 2 hours

Sewer Daily Operations, cleaning plant- 5 hours

Locates – 1 hour

**Friday 03/27/2026:**

Water Daily Operations, meters – 2 hour

Sewer Daily Operations, Delta 3, cleaning plant - 6 hours

**Saturday 03/28/26:**

System checks – 2 hours

**Sunday 03/29/26:**

System checks, meter/ LSLI – 2 hours

### Employee Timecard - LPHELAN-07/27/2015

Report Date: 03/30/2026

03/23/2026 - 03/29/2026 [7 days]

Report Time: 11:12:25 AM

**SP004 [MECKLEY, KEVIN]**

<b>Employee ID</b>	SP004	<b>DEPT(G2)</b>	ST	<b>Pay Policy</b>	400
<b>Pay Type</b>	3	<b>Last Name</b>	MECKLEY	<b>First Name</b>	KEVIN

**Time Card**

Date	Paycode	IN	OUT	Reg Hrs	OT Hrs	Daily Total
03/23/2026 Mon	401 [STW]	06:55AM	12:52PM	5.7500000		10.00
	401 [STW]	01:32PM	05:43PM	4.2500000		
03/24/2026 Tue	401 [STW]	06:50AM	11:59AM	5.0000000		8.25
	401 [STW]	12:18PM	03:27PM	3.2500000		
03/25/2026 Wed	401 [STW]	06:53AM	11:55AM	5.0000000		8.00
	401 [STW]	12:20PM	03:25PM	3.0000000		
03/26/2026 Thu	401 [STW]	06:51AM	11:58AM	5.0000000		7.75
	401 [STW]	12:19PM	03:15PM	2.7500000		
03/27/2026 Fri	401 [STW]	06:52AM	11:59AM	5.0000000		8.25
	401 [STW]	12:17PM	03:30PM	1.0000000	2.2500000	

**Summary - SP004 [MECKLEY, KEVIN]**

Paycode	N/A	Reg Hrs	OT1 - OT-2	Total Hrs	Accrual				
					Prior Bal	Adjust	Used	Earned	Available
2 [VACA]									52.00
3 [SICK]									48.00
6 [FH]									8.00
401 [STW]	1[UNUSED]	40.00	2.25	42.25					

<b>TOTALS</b>		<b>40.00</b>	<b>2.25</b>	<b>42.25</b>					<b>108.00</b>
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I CERTIFY THE ABOVE INFORMATION TO BE CORRECT

X 

Employee Signature

X 

Supervisor Signature

Monday March 23rd 2026

Rolled up mats – 1 hour

Checked garbage – 1 hour

Fixed mailbox and pole light – 1 hour

Shop work – 5 hours

Steering com. Meeting – 2 hours

Tuesday March 24th 2026

Cleaned up shop yard – 4 hours

Locates – 2 hours

Started cleaning salt shed – 2 hours

Wednesday March 25th 2026

Finished cleaning salt shed – 5 hours

Patched holes on building – 2 hours

Washed truck – 1 hour

Thursday March 26th 2026

Emptied salter and washed out – 3 hours

Locate – 2 hours

Shop work – 3 hours

Friday March 27th 2026

Meter insall – 1 hour

Meter reading – 2 hours

Pushed back spoil piles at dump – 3 hours

Shop work – 2 hours