

Employee Name: Alan Lundstrom														Payroll Period #		8	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	3/30/2025	9:00	10:00								1.00			1.00	w/p		
Mon	3/31/2025	8:15	6:30					1.50			2.00	2.50	4.50	10.50	r, w/p, cleaned storm drains, soil conditioned, trouble shoot bad wire on soil condioner and ss. Otp w bobcat		
Tue	4/1/2025	8:15	4:45					1.50			6.00	1.00		8.50	r, w/p, 1/4 chlorine report, got back into eris, fixed chlorine pump, otp issac volk, adjusted meter at w/p		
Wed	4/2/2025	8:30	8:30					2.50			4.00	1.00	4.50	12.00	r, w/p move snow, fluffs meter, city council		
Thur	4/3/2025	8:45	4:45					3.00			1.00	1.00	3.00	8.00	r, w/p, water in ambulance bay, flushed pipe by firehall, cleaned streets, sanded streets		
Fri	4/4/2025	9:00	10:00								1.00			1.00	pto, w/p		
Sat	4/5/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1						0.00	0.00	8.50	0.00	0.00	16.00	5.50	12.00	42.00	40 Reg, 2 OT (2 Water)		
Sun	4/6/2025	9:00	10:00								1.00			1.00	w/p		
Mon	4/7/2025	8:30	5:00					2.50		3	2.00	1.00		8.50	r, w/p, sewer smell at c-h, signs at dumpsters, looked up on cameras to see dropoff at dumpsters		
Tues	4/8/2025	8:00	4:45								5.45		3.00	8.45	waterboard meeting in minnewauken, w/p, soil conditioned- gravel roads		
Wed	4/9/2025	8:15	4:45					2.00		1	3.00	1.00	1.50	8.50	r, w/p, soil conditioned, meet with issac volk about water loop, meet w/ rdo, lrc cardboard, washed ss and soil condinor		
Thur	4/10/2025	8:15	4:15							1.00	3.00	3.00	1.00	8.00	r, w/p, garbage can lids, dmr report, update 811 account -unlocked		
Fri	4/11/2025	8:30	6:30								9.00	1.00		10.00	r,w/p, flushed hydrants		
Sat	4/12/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #2						0.00	0.00	4.50	0.00	5.00	24.45	6.00	5.50	45.45	40 Reg, 5.45 OT (5.45 Water)		
Weekly Total #1						0.00	0.00	8.50	0.00	0.00	16.00	5.50	12.00	42.00			
Total						0.00	0.00	13.00	0.00	5.00	40.45	11.50	17.50	87.45			
PTO/Holiday						0.00	0.00							0.00			
Overtime											7.45			7.45			
Total Regular								13.00	0.00	5.00	33.00	11.50	17.50	80.00			

Employee Signature:

Date:

pw: leeds

Time Card Report
3/30/2025 - 4/12/2025

Downloaded: 04/14/2025 12:00 PM

No: 3		Name: Alan Lundstrom				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
03/30	SUN										1:00		
03/31	MON	8:19	18:33							10:14	10:30		
04/01	TUE	8:20	16:46							8:26	8:30		
04/02	WED	8:37	20:26							11:49	12:00		
04/03	THU	8:44	16:47							8:03	8:00		
04/04	FRI	0:00	0:00							0:00	1:00		
04/05	SAT	0:00	0:00							0:00	1:00		
04/06	SUN	0:00	0:00							0:00	1:00		
04/07	MON	8:36	17:03							8:27	8:30		
04/08	TUE	7:57	16:45							8:48	8:45		
04/09	WED	8:16	16:43							8:27	8:30		
04/10	THU	8:15	16:19							8:04	8:00		
04/11	FRI	8:34	18:27							9:53	10:00		
04/12	SAT	0:00	0:00							0:00	1:00		
TOTAL:										82:11	87:45		
Work Total (hrs):		Overtime (hrs)				Other (hrs):				Total (hrs):			
Employee Signature:				Manager Signature:				Date:					

Employee Name: Jordan Thompson														Payroll Period #		8	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	3/30/2025													0.00			
Mon	3/31/2025	8:37	4:37					2.00		2.00	2.00		2.00	8.00	Rounds, Tower, Fix roads, Chlorine test, Clean floors, Payroll, Garbage		
Tue	4/1/2025	8:30	16:30					4.00			2.00		2.00	8.00	Rounds, Tower, Cleaned snow, WP		
Wed	4/2/2025	8:25	3:35					3.00			2.00		2.00	7.00	Rounds, Tower, Study for test, Clean streets, Josh meter, Curb locating and fix list		
Thur	4/3/2025	8:10	4:45					3.00			3.00		2.50	8.50	Rounds, Tower, Clean Streets, Cleaned drains, Garbage, Fix Plow, Pest guy, George WP		
Fri	4/4/2025	8:25	4:35					2.00			2.00	2.00	2.00	8.00	Rounds, Tower, Plake, Hangers, Chlorine test		
Sat	4/5/2025													0.00			
Weekly Total #1						0.00	0.00	14.00	0.00	2.00	11.00	2.00	10.50	39.50			
Sun	4/6/2025													0.00			
Mon	4/7/2025	9:15	3:30					2.00			2.00		2.25	6.25	Rounds, Tower, Flushed hydrants, Garbage		
Tues	4/8/2025	8:20	12:00				3.00	1.00					2.50	6.50	Rounds, Tower, Left early for vet (please use available PTO for this day if possible)		
Wed	4/9/2025	8:05	4:25					4.00			2.00		2.25	8.25	Rounds, Tower, Drag streets & Derby, Garbage		
Thur	4/10/2025	8:15	4:15					3.00			3.00		2.00	8.00	Rounds, Tower, WP		
Fri	4/11/2025	8:30	4:30					3.00			2.00		3.00	8.00	Rounds, Tower, Kurt, Agripin, Testflight, Garbage, Update apps		
Sat	4/12/2025													0.00			
Weekly Total #2						0.00	3.00	13.00	0.00	0.00	9.00	0.00	12.00	37.00			
Weekly Total #1						0.00	0.00	14.00	0.00	2.00	11.00	2.00	10.50	39.50			
Total						0.00	3.00	27.00	0.00	2.00	20.00	2.00	22.50	76.50			
PTO/Holiday						0.00	3.00							3.00			
Overtime														0.00			
Total Regular								27.00	0.00	2.00	20.00	2.00	22.50	73.50			
Employee Signature:														Date:			

pw: leads

No: 5		Name: Jordan Thompson				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
03/30	SUN	0:00	0:00							0:00			
03/31	MON	8:37	16:37							8:00	8:00		
04/01	TUE	8:31	16:31							8:00	8:00		
04/02	WED	8:22	15:37							7:15	7:00		
04/03	THU	8:11	16:44							8:33	8:30		
04/04	FRI	8:23	16:34							8:11	8:00		
04/05	SAT	0:00	0:00							0:00			
04/06	SUN	0:00	0:00							0:00			
04/07	MON	9:12	15:28							6:16	6:15		
04/08	TUE	8:19	10:56							2:37	6:30	PTO-3 Hours	
04/09	WED	8:06	16:25							8:19	8:15		
04/10	THU	8:16	16:17							8:01	8:00		
04/11	FRI	8:27	16:33							8:06	8:00		
04/12	SAT	0:00	0:00							0:00			
TOTAL:										73:18	76:30		
Work Total (hrs):				Overtime (hrs)				Other (hrs):		Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Gina Harkness								
Payroll Period #	8	3/30/2025	to	4/12/2025				
Date:	Start	End	Start	End	PTO	OT	Hours	
Sun	3/30/2025							
Mon	3/31/2025	9:00	3:00	8:45	9:45		7.00	Bank, Post Office, Quarterly Payroll, Biweekly Payroll, Time Clock, Walk-Ins, Phone, DL to Return Light Bulbs for the Shop, WFH: Submit Library Survey
Tues	4/1/2025	12:30	3:00				2.5	WFH: Phone, Emails, Agenda, Meeting Prep
Wed	4/2/2025	8:45	8:30				11.75	Bank, Post Office, Meter Reads, Phone, Shovel Snow, Monthly Payroll, Meeting Prep, Meeting
Thurs	4/3/2025							
Fri	4/4/2025	9:00	3:00				6	Post Office, Bank, AP Checks, Special Event Liquor License, Shovel, Door Hangers, Phone, WSG Deposit
Sat	4/5/2025							
	Weekly Total						27.25	
Sun	4/6/2025							
Mon	4/7/2025	9:00	3:15				6.25	Post Office, RF Meter Read Test, Meeting with Jordan and Al, Email on Signs at the Dumpster Site, Help Connie with Library Computer, Emails, Phone, Leeds App
Tues	4/8/2025							
Wed	4/9/2025	8:30	5:15				8.75	Bank, Post Office, Zoom Meeting w/ Living Local, Walk-Ins, FB Post, Bank Draft, ND Pers Report, Quarterly Reports, 941 Payment, Phone
Thurs	4/10/2025							
Fri	4/11/2025	8:45	5:15				8.5	Post Office, Emails, AP Checks, Walk-Ins, Phone, Filing, Moore Engineering Spreadsheet on Lead-Cooper Water Lines
Sat	4/12/2025							
	Weekly Total						23.5	
	Grand Total						50.75	
Employee Signature:								Date:

Employee Name: Alan Lundstrom														Payroll Period #		9	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	4/13/2025	9:00	10:00								1.00			1.00	WP		
Mon	4/14/2025	8:30	5:45					2.50			5.75	1.00		9.25	Rounds, WP, cleaned snow piles, Lagoon, Moore engineering, L&C inventory, battery on jetter		
Tue	4/15/2025	8:30	4:45					2.50			4.75	1.00		8.25	Rounds, WP, ND P&S, moved equipment, cleaned lubed sander		
Wed	4/16/2025	8:30	5:30					2.00		1.00	5.00	1.00		9.00	Rounds, WP, inspect dump, Bridger RDO, Sander away, Drove transmission line, Tufte, Traps		
Thur	4/17/2025	8:30	5:15					2.00		1.00	2.25	1.00	2.50	8.75	Rounds, Tower, Cleaned hwy2, Dump, moved equipment, Traps		
Fri	4/18/2025	9:00	10:00			8.00					1.00			9.00	holiday, WP		
Sat	4/19/2025	9:00	10:00								1.00			1.00	WP		
Weekly Total #1						8.00	0.00	9.00	0.00	2.00	20.75	4.00	2.50	46.25	No overtime due to Holiday		
Sun	4/20/2025	9:00	10:00								1.00			1.00	WP		
Mon	4/21/2025	9:00	10:00				4.00				1.00			5.00	WP, PTO, cpo classes		
Tues	4/22/2025	9:00	10:00	11:00	1:00		3.25				3.00			6.25	WP, PTO, WP alarm, cpo classes		
Wed	4/23/2025	8:30	5:00								5.00	1.00	2.50	8.50	Rounds, WP, George, trim trees, Garbage, Traps, Curb locating, Rittermans culvert and Pastaplant, Flush wp		
Thur	4/24/2025	8:15	6:00					5.00			3.75	1.00		9.75	Rounds, WP, Rittermans at Pastaplant, Drainage, Trailer to Dan staves, Devils lake, Worked on trailer, WP alarm, Emily barrel, back flushed wp		
Fri	4/25/2025	8:15	4:45					5.50			2.00	1.00		8.50	Rounds, WP, trailer bearing, Traps,		
Sat	4/26/2025	9:00	10:00								1.00			1.00	WP		
Weekly Total #2						0.00	7.25	10.50	0.00	0.00	16.75	3.00	2.50	40.00			
Weekly Total #1						8.00	0.00	9.00	0.00	2.00	20.75	4.00	2.50	46.25			
Total						8.00	7.25	19.50	0.00	2.00	37.50	7.00	5.00	86.25			
PTO/Holiday						8.00	7.25							15.25			
Overtime														0.00			
Total Regular								19.50	0.00	2.00	37.50	7.00	5.00	71.00			
Employee Signature:														Date:			

pw: leeds

Time Card Report
4/13/2025 - 4/26/2025

Downloaded: 04/28/2025 01:07 PM

No: 3		Name: Alan Lundstrom				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
04/13	SUN										1:00		
04/14	MON	8:22	17:48							9:26	9:15		
04/15	TUE	8:38	16:39							8:01	8:15		
04/16	WED	8:25	17:23							8:58	9:00		
04/17	THU	8:28	17:15							8:47	8:45		
04/18	FRI	0:00	0:00							0:00	9:00	Holiday/WP	
04/19	SAT	0:00	0:00							0:00	1:00		
04/20	SUN	0:00	0:00							0:00	1:00		
04/21	MON	0:00	0:00							0:00	5:00	PTO	
04/22	TUE	0:00	0:00							0:00	6:15	PTO	
04/23	WED	8:20	16:51							8:31	8:30		
04/24	THU	8:23	18:00							9:37	9:45		
04/25	FRI	8:17	16:40							8:23	8:30		
04/26	SAT	0:00	0:00							0:00	1:00		
TOTAL:										61:43	86:15		
Work Total (hrs):		Overtime (hrs)		Other (hrs):		Total (hrs):							
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Jordan Thompson															Payroll Period #		9	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity			
Sun	4/13/2025													0.00				
Mon	4/14/2025	8:00	4:15					4.00			2.00		2.25	8.25	Rounds, Tower, Payroll, Moores, update app			
Tue	4/15/2025	8:25	4:15					3.00			2.00		2.75	7.75	Rounds, Tower, Dakota sewage, Moved equipment, Battery on Mower, Cleaned Sander			
Wed	4/16/2025	8:25	4:00					3.00			2.00		2.50	7.50	Rounds, Tower, Moved Sander, Set traps			
Thur	4/17/2025	8:00	5:00					5.00			2.00		2.00	9.00	Rounds, Tower, Cleaned hwy 2, Dump, Move equipment, Traps			
Fri	4/18/2025	8:30	4:30			8.00								8.00	Holiday 8			
Sat	4/19/2025													0.00				
Weekly Total #1						8.00	0.00	15.00	0.00	0.00	8.00	0.00	9.50	40.50	No Pto with Holiday Pay			
Sun	4/20/2025													0.00				
Mon	4/21/2025	8:10	4:45					3.00			3.00		2.50	8.50	Rounds, Towerr, Chlorine Test, Bacteria sample to Minot, Traps			
Tues	4/22/2025	8:50	5:10					4.00			2.00		2.75	8.75	Rounds, Tower, Sweep streets, NDTC/ Engstoms, George WP. Traps			
Wed	4/23/2025	8:30	4:30					4.00			2.00		2.00	8.00	skid/ sweeper, Filled trailer tires, George, Flushed WP, Traps,, cut trees, Garbage			
Thur	4/24/2025	8:15	4:15					2.00		2.00	2.00		2.00	8.00	Rounds, Tower, Traps, Rittermans culvert and Pastaplant, Dump, Flushed WP, Drag steets, Emily barrel			
Fri	4/25/2025	9:00	3:15					4.00					2.25	6.25	Rounds, Tower, Traps, Garbage, Trailer barring (had to leave early)			
Sat	4/26/2025													0.00				
Weekly Total #2						0.00	0.00	17.00	0.00	2.00	9.00	0.00	11.50	39.50				
Weekly Total #1						8.00	0.00	15.00	0.00	0.00	8.00	0.00	9.50	40.50				
Total						8.00	0.00	32.00	0.00	2.00	17.00	0.00	21.00	80.00				
PTO/Holiday						8.00	0.00							8.00				
Overtime														0.00				
Total Regular								32.00	0.00	2.00	17.00	0.00	21.00	72.00				

Employee Signature:

Date:

pw: leeds

No: 5		Name: Jordan Thompson				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
04/13	SUN	0:00	0:00							0:00			
04/14	MON	8:05	16:20							8:15	8:15		
04/15	TUE	8:25	16:10							7:45	7:45		
04/16	WED	8:25	16:01							7:36	7:30		
04/17	THU	8:00	17:01							9:01	9:00		
04/18	FRI	0:00	0:00							0:00	8:00	Holiday	
04/19	SAT	0:00	0:00							0:00			
04/20	SUN	0:00	0:00							0:00			
04/21	MON	8:09	16:46							8:37	8:30		
04/22	TUE	8:49	17:07							8:18	8:45		
04/23	WED	8:34	16:43							8:09	8:00		
04/24	THU	8:12	16:11							7:59	8:00		
04/25	FRI	9:02	15:16							6:14	6:15		
04/26	SAT	0:00	0:00							0:00			
TOTAL:										71:54	80:00		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature:				Manager Signature:				Date:					

Employee Name: Gina Harkness								
Payroll Period #	9	4/13/2025	to	4/26/2025				
Date:	Start	End	Start	End	PTO	OT	Hours	
Sun	4/13/2025							
Mon	4/14/2025	8:45	3:00				6.25	Bank, Post Office, Moore Engineering Meeting, Biweekly Payroll, Walk-Ins, Out of Bounds Meter Report, WSG Deposit, Late Fees
Tues	4/15/2025						2.00	WFH: Emails
Wed	4/16/2025	8:45	5:45				9.00	Bank, Post Office, Walk-Ins, Enbridge Generator Grant Application, Waste Management Email & Phone Call, Order Roll Off for City Clean-Up Week, Email Minutes to Paper, Setup Door Lock, Emails, Dumpster Sign Emails, Invoices
Thurs	4/17/2025							
Fri	4/18/2025	7:45	3:00				7.25	Bank, Post Office, Emails, Minutes, Login.Gov Problems, Banyon Call, AP Check, Filing, April Bureau of Labor Statistics
Sat	4/19/2025							
	Weekly Total						24.5	
Sun	4/20/2025							
Mon	4/21/2025	8:15	1:15				5	Post Office, Walk-Ins, Emails, Minutes, Meeting Prep, Water Billing Prep
Tues	4/22/2025						1.5	WFH: Emails, Minutes
Wed	4/23/2025	8:45	2:00	3:45	6:00		7.5	Post Office, Bank, WSG Deposits, Misc. Deposit, Phone, Emails, Water Billing, Pick up Dumpster Signs in DL
Thurs	4/24/2025							
Fri	4/25/2025	8:30	12:30	1:00	3:15		6.25	Bank, Post Office, Phone, Emails, AP, Filing, DDm Checking Account Bank Statements
Sat	4/26/2025							
	Weekly Total						20.25	
	Grand Total						44.75	
Employee Signature:		Gina Harkness					Date:	4/29/25

Employee Name: alan lundstrom														Payroll Period #		10	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun	4/27/2025	9:00	10:00								1.00			1.00	w/p		
Mon	4/28/2025	9:45	6:00								7.25	1.00		8.25	r, w/p, timesheets, t stubergs meter bottom plate, jerry andersons cont. water , otp w issac volk		
Tue	4/29/2025	8:45	6:15					3.00			2.50	1.00	3.00	9.50	r, w/p, sprayed weeds, bpccc report		
Wed	4/30/2025	8:15	5:15					2.50			3.00	1.00	2.50	9.00	r, w/p, traps, sean rodes water leak, went to minewaken for culverts, pics of elevator , wier progress inspection		
Thur	5/1/2025	8:00	4:15					5.00			1.00		2.25	8.25	court, w/p,soil condition roads, brought county trailer back		
Fri	5/2/2025	8:15	5:00					1.00			3.00	2.00	2.75	8.75	r, w/p, ls, hangers, marked bad spots on old hwy 2		
Sat	5/3/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1						0.00	0.00	11.50	0.00	0.00	18.75	5.00	10.50	45.75	40 regular, 5.75 OT (4 Water, 1.75 Streets)		
Sun	5/4/2025	9:00	10:00								1.00			1.00	w/p		
Mon	5/5/2025	8:30	5:30					4.00			4.00	1.00		9.00	r,w/p,dl battery-jetter installed water meter back in seans house and removed it again		
Tues	5/6/2025	8:45	5:15					4.00		3.5	1.00			8.50	amb call, w/p, city clean up, amb call		
Wed	5/7/2025	8:30	7:15					1.00		3	3.00	1.00	2.75	10.75	r, w/p, rod in alley by earls, gravel in alleys, city clean up, pushed up dg, drain water on s. side of town. Hooked up water at pool		
Thur	5/8/2025	8:15	5:30							7.25	1.00	1.00		9.25	r, w/p, city clean up		
Fri	5/9/2025	8:15	4:45							6.5	2.00	1.00		9.50	r, w/p, finished clean up,backflushed w/p		
Sat	5/10/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #2						0.00	0.00	9.00	0.00	20.25	13.00	4.00	2.75	49.00	40 Regular, 9 OT (6.50 Garbage, 2.50 Water)		
Weekly Total #1						0.00	0.00	11.50	0.00	0.00	18.75	5.00	10.50	45.75			
Total						0.00	0.00	20.50	0.00	20.25	31.75	9.00	13.25	94.75			
PTO/Holiday						0.00	0.00							0.00			
Overtime										6.50	6.50		1.75	14.75			
Total Regular								20.50	0.00	13.75	25.25	9.00	11.50	80.00			
Employee Signature:														Date:			

pw: leeds

Time Card Report
4/27/2025 - 5/10/2025

Downloaded: 05/12/2025 09:00 AM

No: 3		Name: Alan Lundstrom				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
04/27	SUN										1:00		
04/28	MON	9:41	15:59							6:18	8:15		
04/29	TUE	8:45	18:10							9:25	9:30		
04/30	WED	8:18	17:13							8:55	9:00		
05/01	THU	16:18								MP	8:15		
05/02	FRI	8:22	16:58							8:36	8:45		
05/03	SAT	0:00	0:00							0:00	1:00		
05/04	SUN	0:00	0:00							0:00	1:00		
05/05	MON	8:24	17:28							9:04	9:00		
05/06	TUE	8:46	17:13							8:27	8:30		
05/07	WED	19:10								MP	10:45		
05/08	THU	8:20	17:19							8:59	9:15		
05/09	FRI	8:19	16:49							8:30	9:30		
05/10	SAT	0:00	0:00							0:00	1:00		
TOTAL:										68:14	94:45		
Work Total (hrs):		Overtime (hrs)				Other (hrs):		Total (hrs):					
Employee Signature: _____ Manager Signature: _____ Date: _____													

Employee Name: Jordan Thompson Payroll Period #														10	
	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity
Sun	4/27/2025													0.00	
Mon	4/28/2025	8:17	4:22					4.00			2.00		2.00	8.00	Rounds, Tower, Paryoll, Travis Meter bottom, Greg Anderson Meter read, Traps
Tue	4/29/2025						6.00							6.00	Tipsi Vet, PTO (please use remaining PTO)
Wed	4/30/2025	8:30	4:40					4.00			2.00		2.00	8.00	Rounds, Tower, Culverts, Brush Mow, Move equipment, Meter broke at Michaels
Thur	5/1/2025	8:30	2:00					3.00					2.50	5.50	Rounds, Tower, Traps, Pipe detectors, Drug streets, Curb locating (left early)
Fri	5/2/2025	8:30	4:30					2.00			2.00		4.00	8.00	Rounds, Tower, Fixed streets, L.S. Chlorine test, Plake , Put gravel down
Sat	5/3/2025													0.00	
Weekly Total #1						0.00	6.00	13.00	0.00	0.00	6.00	0.00	10.50	35.50	
Sun	5/4/2025													0.00	
Mon	5/5/2025													0.00	gone, Devon's Mom's funeral
Tues	5/6/2025	8:25	5:10					4.00			2.00		2.75	8.75	Rounds, Tower, Traps, Recycled asphalt by Earls alley, City clean up, Dump
Wed	5/7/2025	8:00	5:00					4.00			3.00		2.00	9.00	Rounds, Tower, Traps, City clean up, Zane's water
Thur	5/8/2025	8:45	5:20					4.00			2.00		2.50	8.50	Rounds, Tower, City clean up, Zane's water
Fri	5/9/2025	8:15	4:45					4.00			2.00		2.50	8.50	Rounds, Tower Cleanup, Mosquito pellets
Sat	5/10/2025													0.00	
Weekly Total #2						0.00	0.00	16.00	0.00	0.00	9.00	0.00	9.75	34.75	
Weekly Total #1						0.00	6.00	13.00	0.00	0.00	6.00	0.00	10.50	35.50	
Total						0.00	6.00	29.00	0.00	0.00	15.00	0.00	20.25	70.25	
PTO/Holiday						0.00	6.00							6.00	
Overtime														0.00	
Total Regular								29.00	0.00	0.00	15.00	0.00	20.25	64.25	

Employee Signature:

Date:

pw: leads

No: 5		Name: Jordan Thompson				Dept:		Shift: NULL		Daily totals			
Date	Week	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	(IN)	(OUT)	Regular Hours	Timesheet Hours	Other Hours	Notes
04/27	SUN	0:00	0:00							0:00			
04/28	MON	8:17	16:22							8:05	8:00		
04/29	TUE	0:00	0:00							0:00	6:00	PTO	
04/30	WED	8:28	16:38							8:10	8:00		
05/01	THU	8:29	14:02							5:33	5:30		
05/02	FRI	8:34	16:33							7:59	8:00		
05/03	SAT	0:00	0:00							0:00			
05/04	SUN	0:00	0:00							0:00			
05/05	MON	0:00	0:00							0:00			
05/06	TUE	8:23	17:09							8:46	8:45		
05/07	WED	8:03	8:13	17:06						MP	9:00		
05/08	THU	8:47	17:19							8:32	8:30		
05/09	FRI	8:15	16:46							8:31	8:30		
05/10	SAT	0:00	0:00							0:00			
TOTAL:										55:36	70:15		
Work Total (hrs):				Overtime (hrs)			Other (hrs):			Total (hrs):			
Employee Signature:				Manager Signature:				Date:					

Employee Name: Gina Harkness								
Payroll Period #	10	4/27/2025	to	5/10/2025				
Date:	Start	End	Start	End	PTO	OT	Hours	
Sun	4/27/2025							
Mon	4/28/2025	9:00	1:00				4.00	Post Office, Biweekly Payroll, Timeclock, Walk-Ins, Emails
Tues	4/29/2025							
Wed	4/30/2025	9:00	5:30				8.5	Post Office, Phone, Emails, Covid ARPA Report, Graber Property Pictures and Info., 2024 Budget vs Actual Numbers, Filing, Raffle Permit Email
Thurs	5/1/2025	8:15	12:30				4.25	To and From Minnewaukan, Court for Graber Property
Fri	5/2/2025	8:15	3:15				7	Post Office, Bank, Meter Reads, Door Hangers, Filing, Monthly Payroll
Sat	5/3/2025							
	Weekly Total						23.75	
Sun	5/4/2025							
Mon	5/5/2025	8:15	5:30				9.25	Bank, Post Office, Meeting w/Dan from Rural Water and AI, Bulk Water Annual Fee Invoices, Richard with Waste Management Email & Call, Help AI w/ Turning Water on @ Roed's House, Walk-Ins, Mock Invoice for Roed's Water Meter
Tues	5/6/2025	9:45	3:00				5.25	Post Office, Mail Bulk Water Annual Fee Invoices, AP, Walk-Ins, Filing
Wed	5/7/2025						8	PTO: Play Day
Thurs	5/8/2025							
Fri	5/9/2025	8:30	4:30				8	Post Office, Walk-Ins, Emails, Bank Draft, Call to Kari about Sewer Special on Taxes, 941 Payment, ND Pers Report, WSI Quarterly Report, Text to Waste Management
Sat	5/10/2025							
	Weekly Total						30.5	
	Grand Total						54.25	
Employee Signature:		Gina Harkness					Date: 5/12/2025	

April 30, 2025

RECEIVED APR 30 2025

To: City of Leeds

From: Leeds Public Library Payroll

Connie Paulson (12 hrs. @ 11.50 per hr. April) \$138.00

Maxine Follman (12 hrs. @ 10.50 per hr. April) \$126.00

