

Employee Name: alan lundstrom Payroll Period # 25

	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity
Sun	11/23/2025	9:00	10:00								1.00			1.00	w/p
Mon	11/24/2025	8:30	4:30					6.00			1.00	1.00		8.00	Rounds, Wp, Hauled dirt
Tue	11/25/2025	8:45	5:00					4.75			2.50	1.00		8.25	Rounds, WP, replaced door seals, DL parts, Gravel bags in pickups, OTP DEQ, backflushed, Receipts
Wed	11/26/2025	8:30	4:00					2.50			4.00	1.00		7.50	Rounds, WP, Plake, Hawkins, Cleaned shop, OTP
Thur	11/27/2025	9:00	10:00			8.00					1.00			9.00	Holiday WP
Fri	11/28/2025	9:00	10:00			8.00					1.00			9.00	Holiday WP
Sat	11/29/2025	9:00	10:00								1.00			1.00	Wp
Weekly Total #1						16.00	0.00	13.25	0.00	0.00	11.50	3.00	0.00	43.75	No OT, worked hours are 27.75
Sun	11/30/2025										1.00			1.00	w/p
Mon	12/1/2025	8:45	4:45					4.75			1.00	1.50	1.00	8.25	Rounds, WP, Larson auger, Fixed dump trailer, Greased, O/c F-250, Sewer snake delivered, Cleaned sidewalks
Tues	12/2/2025	8:30	4:45					3.75			1.00	2.50	1.00	8.25	Rounds, WP, piled sand, watered trees, Acme, employee review, Grapple, Hangers, OTP OTPC,
Wed	12/3/2025	8:30	7:30					8.00			1.00	2.00		11.00	Rounds, WP, weld grapple, Started snake assemble, employee review, council
Thur	12/4/2025	8:30	6:00					6.50			1.00	2.00		9.50	Rounds, w/p, tower, snake assemble, finished welding grapple forks, rearrange back room, try to figure out air intake
Fri	12/5/2025	11:15	3:30					1.50			1.50	1.00		4.00	rounds, w/p, Tower, Decorate tree, Devils lake parts
Sat	12/6/2025	9:00	10:00								1.00			1.00	w/p
Weekly Total #2						0.00	0.00	24.50	0.00	0.00	7.50	9.00	2.00	43.00	40 regular, 3 OT (3 Water)
Weekly Total #1						16.00	0.00	13.25	0.00	0.00	11.50	3.00	0.00	43.75	
Total						16.00	0.00	37.75	0.00	0.00	19.00	12.00	2.00	86.75	
PTO/Holiday						16.00	0.00							16.00	
Overtime											3.00			3.00	
Total Regular								37.75	0.00	0.00	16.00	12.00	2.00	67.75	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

pw: leads

**Time Card Report**  
**11/23/2025 - 12/6/2025**

Downloaded: 12/08/2025 11:33 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	
11/23	SUN										1:00			
11/24	MON	8:41	16:41							8:00	8:00			
11/25	TUE	8:50	16:54							8:04	8:15			
11/26	WED	8:37	16:06							7:29	7:30			
11/27	THU	0:00	0:00							0:00	9:00	Holiday		
11/28	FRI	0:00	0:00							0:00	9:00	Holiday		
11/29	SAT	0:00	0:00							0:00	1:00			
11/30	SUN	0:00	0:00							0:00	1:00			
12/01	MON	8:50	16:46							7:56	8:15			
12/02	TUE	8:35	16:40							8:05	8:15			
12/03	WED	8:40	19:39							10:59	11:00			
12/04	THU	8:37	18:11							9:34	9:30			
12/05	FRI	11:19	15:35							4:16	4:00			
12/06	SAT	0:00	0:00							0:00	1:00			
<b>TOTAL:</b>										64:23	86:45			
<b>Work Total (hrs):</b>		<b>Overtime (hrs)</b>			<b>Other (hrs):</b>			<b>Total (hrs):</b>						
Employee Signature: _____													Manager Signature: _____	Date: _____

Employee Name: **Jordan Thompson** Payroll Period # **25**

Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun 11/23/2025													0.00			
Mon 11/24/2025	8:30	4:30					5.00				2.00	1.00	8.00	Rounds, Tower, Timesheet, Shut lagoon down, Hauled clay to dump		
Tue 11/25/2025	8:30	4:45					6.00			1.00		1.25	8.25	Rounds, Tower, Weather strip on big doors, Pushed up dump, Gravel in pickups		
Wed 11/26/2025	8:35	4:05				0.25	5.00			1.00		1.50	7.75	Rounds, Tower, Plake, Cleaned shop, Chlorine test, Chemical guy, WP, Garbage		
Thur 11/27/2025	8:30	4:30			8.00								8.00	Holiday 8		
Fri 11/28/2025	8:30	4:30			8.00								8.00	Holiday 8		
Sat 11/29/2025													0.00			
Weekly Total #1							16.00	0.25	16.00	0.00	0.00	2.00	2.00	3.75	40.00	
Sun 11/30/2025													0.00			
Mon 12/1/2025	8:30	4:45					6.00				1.00	1.25	8.25	Rounds, Tower, Fixed trailer boards, Brought auger to Larsens, Worked on snake, Employee review, Greased equipment		
Tues 12/2/2025	8:30	4:40					6.00		2				8.00	Rounds, Tower, ACME, Cloeaned out pickup, washed pickup, Garbage, Fixed grapple, watered trees, Employee review		
Wed 12/3/2025	8:15	5:45					5.00			2.00	1.50	1.00	9.50	Rounds, Tower, Welded grapple, WP, Fix als air intake, Missed outpunch at 5:45 after employee review		
Thur 12/4/2025	8:30	4:30					5.00			2.00	1.00		8.00	Rounds, Tower, Welded grapple, Finished snake, Fixed blower, Rearrange back room, WP		
Fri 12/5/2025	8:30	3:35					6.00			1.00			7.00	Rounds, Tower, Shut Jack's water off, Plake, Decorated tree		
Sat 12/6/2025													0.00			
Weekly Total #2							0.00	0.00	28.00	0.00	2.00	5.00	3.50	2.25	40.75	40 regular, .75 OT (.75 Water)
Weekly Total #1							16.00	0.25	16.00	0.00	0.00	2.00	2.00	3.75	40.00	
Total							16.00	0.25	44.00	0.00	2.00	7.00	5.50	6.00	80.75	
PTO/Holiday							16.00	0.25						16.25		
Overtime											0.75			0.75		
Total Regular									44.00	0.00	2.00	6.25	5.50	6.00	63.75	

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
11/23	SUN	0:00	0:00							0:00			
11/24	MON	8:34	16:38							8:04	8:00		
11/25	TUE	8:31	16:46							8:15	8:15		
11/26	WED	8:37	16:05							7:28	7:45		
11/27	THU	0:00	0:00							0:00	8:00	Holiday	
11/28	FRI	0:00	0:00							0:00	8:00	Holiday	
11/29	SAT	0:00	0:00							0:00			
11/30	SUN	0:00	0:00							0:00			
12/01	MON	8:29	16:46							8:17	8:15		
12/02	TUE	8:36	16:39							8:03	8:00		
12/03	WED	8:16								MP	9:30		
12/04	THU	8:28	16:33							8:05	8:00		
12/05	FRI	8:30	15:35							7:05	7:00		
12/06	SAT	0:00	0:00							0:00			
<b>TOTAL:</b>										55:17	80:45		
<b>Work Total (hrs):</b>				<b>Overtime (hrs)</b>			<b>Other (hrs):</b>			<b>Total (hrs):</b>			
Employee Signature:				Manager Signature:				Date:					

Employee Name: Gina Harkness

Payroll Period # 25 11/23/2025 to 12/6/2025

Date: Start End Start End PTO OT Hours

	Date:	Start	End	Start	End	PTO	OT	Hours	
Sun	11/23/2025								
Mon	11/24/2025	9:15	1:15					4.00	Post Office, Phone, BiWeekly Payroll, Timeclock, Walk-Ins
Tues	11/25/2025	8:30	3:15					6.75	Post Office, Bank, Walk-Ins, Invoices
Wed	11/26/2025								
Thurs	11/27/2025							8	Holiday per Nick
Fri	11/28/2025							8	Holiday per Nick
Sat	11/29/2025								
	Weekly Total							26.75	
Sun	11/30/2025								
Mon	12/1/2025	9:15	10:45					1.5	Post Office, Bank, Walk-Ins
Tues	12/2/2025	8:15	3:15					7	Post Office, Bank, Walk-Ins, Phone, Meeting Prep, Door Hangers, Meter Reads
Wed	12/3/2025	8:45	7:45					11	Bank, Post Office, Walk-Ins, Phone, Meeting Prep, Monthly Payroll, Walk-Ins
Thurs	12/4/2025								
Fri	12/5/2025	8:15	1:15					5	Post Office, Phone, Walk-Ins, Emails, Filing and Organizing
Sat	12/6/2025								
	Weekly Total							24.5	
	Grand Total							51.25	
Employee Signature: <i>Gina Harkness</i>									Date: <i>12/8/25</i>

	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity
Sun	12/7/2025	9:00	10:00								1.00			1.00	w/p
Mon	12/8/2025	10:00	10:30				0.50	0.50						1.00	sick kid, ext cords for trees, pto
Tue	12/9/2025	8:45	5:15					2.00			1.00	1.00	4.50	8.50	r, w/p, "fixed" spreader, moved snow
Wed	12/10/2025	7:00	4:45								1.00	1.00	7.75	9.75	r, w/p, moved snow, backflushed
Thur	12/11/2025	9:30	4:00	11:00	1:00					1.00	3.00	1.00	3.50	8.50	r, w/p, moved snow, cal to dg, drain valve stuck, w/p/a
Fri	12/12/2025	8:45	7:00					4.00			1.00	1.00	4.25	10.25	r, w/p, moved snow, amb cal x 2
Sat	12/13/2025	9:00	10:00								1.00			1.00	w/p
Weekly Total #1						0.00	0.50	6.50	0.00	1.00	8.00	4.00	20.00	40.00	
Sun	12/14/2025	9:00	10:00								1.00			1.00	w/p
Mon	12/15/2025	8:30	6:30					2.00			7.00	1.00		10.00	r, w/p, day care call, w/p pump, samples to minot (radon, ptas, bact), bought tools for shop
Tues	12/16/2025	8:30	4:45					1.00			2.00	2.25	3.00	8.25	fire call at 8am, w/p, locks at daycare, hydrant at PP, cleaned streets, snow pile at churchs, receipts, nick bugs 7 bags
Wed	12/17/2025	8:30	4:00	9:00	10:00			2.00			2.00	1.00	3.50	8.50	r, w/p, sanded streets, christmas lights at town square on working, drain, yellow complaint , backflushed
Thur	12/18/2025	8:45	5:15	9:00	10:00			1.50			2.00	1.00	5.00	9.50	r, w/p, cleaned streets, inventory list, drain, yellow complaint , backflushed
Fri	12/19/2025	8:30	5:45					1.00			2.00	1.00	5.25	9.25	r, w/p,back flushed, cleaned streets, pickup wouldn't start,
Sat	12/20/2025	9:00	11:30								1.00		1.50	2.50	w/p, touched up roads
Weekly Total #2						0.00	0.00	7.50	0.00	0.00	17.00	6.25	18.25	49.00	40 Regular, 9 OT (4 Water, 5 Streets)
Weekly Total #1						0.00	0.50	6.50	0.00	1.00	8.00	4.00	20.00	40.00	
Total						0.00	0.50	14.00	0.00	1.00	25.00	10.25	38.25	89.00	
PTO/Holiday						0.00	0.50							0.50	
Overtime											4.00		5.00	9.00	
Total Regular								14.00	0.00	1.00	21.00	10.25	33.25	79.50	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Time Card Report**  
**12/7/2025 - 12/20/2025**

Downloaded: 12/22/2025 12:45 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	
12/07	SUN										1:00			
12/08	MON	9:58	10:39							0:41	1:00			
12/09	TUE	8:42	17:13							8:31	8:30			
12/10	WED	7:06	16:41							9:35	9:45			
12/11	THU	9:34	15:58							6:24	8:30			
12/12	FRI	8:49	18:51							10:02	10:15			
12/13	SAT	0:00	0:00							0:00	1:00			
12/14	SUN	0:00	0:00							0:00	1:00			
12/15	MON	8:36	18:27							9:51	10:00			
12/16	TUE	10:00	16:41							6:41	8:15			
12/17	WED	8:36	16:03							7:27	8:30			
12/18	THU	8:42	17:17							8:35	9:30			
12/19	FRI	8:31	17:50							9:19	9:15			
12/20	SAT	0:00	0:00							0:00	2:30			
<b>TOTAL:</b>										77:06	89:00			
Work Total (hrs):				Overtime (hrs)				Other (hrs):				Total (hrs):		
Employee Signature: _____													Date: _____	
Manager Signature: _____														

	Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity	
Sun	12/7/2025													0.00		
Mon	12/8/2025	8:30	4:40					5.00			1.00	1.00	1.00	8.00	Rounds, Tower, Timesheets, Devils lake power stips, extention cords, Mac's- chain, Fixed gate, Hooked up trees	
Tue	12/9/2025	8:30	4:50					7.00					1.25	8.25	Rounds, Tower, Moved snow	
Wed	12/10/2025	8:30	5:00					7.00					1.50	8.50	Rounds, Tower, Moved snow	
Thur	12/11/2025	8:35	3:35					7.00						7.00	Rounds , tower, moved snow	
Fri	12/12/2025	8:30	5:00					8.00			0.50			8.50	Rounds, Tower moved snow, chlorine test	
Sat	12/13/2025													0.00		
Weekly Total #1							0.00	0.00	34.00	0.00	0.00	1.50	1.00	3.75	40.25	40 Regular, .25 OT (.25 Streets)
Sun	12/14/2025													0.00		
Mon	12/15/2025	8:30	4:15					3.00		1.75	2.00		1.00	7.75	Rounds, Tower, Chlorine test, Clearitas line, Bac sample, 2 other samples, Cleaned dripts, swept shop, Garbage	
Tues	12/16/2025	8:05	12:35				2.00	3.50					1.00	6.50	Rounds, Tower, Sanded, New handles and locks @ day care, Appointment devils lake missed outpunch at 12:30-12:40	
Wed	12/17/2025	8:30	4:00					7.50						7.50	Rounds, Tower, Sanded	
Thur	12/18/2025	8:45	1:45				3.00	5.00						8.00	Rounds, Tower, moved snow, had to leave early- fire at our apartment	
Fri	12/19/2025	8:35	5:50					9.25						9.25	Rounds, Tower, Move snow, Hauled pickup to shop,	
Sat	12/20/2025													0.00		
Weekly Total #2							0.00	5.00	28.25	0.00	1.75	2.00	0.00	2.00	39.00	
Weekly Total #1							0.00	0.00	34.00	0.00	0.00	1.50	1.00	3.75	40.25	
Total							0.00	5.00	62.25	0.00	1.75	3.50	1.00	5.75	79.25	
PTO/Holiday							0.00	5.00							5.00	
Overtime													0.25		0.25	
Total Regular								62.25	0.00	1.75	3.50	1.00	5.50		74.00	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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		
12/07	SUN	0:00	0:00							0:00					
12/08	MON	8:33	16:38							8:05	8:00				
12/09	TUE	8:35	16:47							8:12	8:15				
12/10	WED	8:02	16:41							8:39	8:30				
12/11	THU	8:35	15:35							7:00	7:00				
12/12	FRI	8:41	16:57							8:16	8:30				
12/13	SAT	0:00	0:00							0:00					
12/14	SUN	0:00	0:00							0:00					
12/15	MON	8:36	16:08							7:32	7:45				
12/16	TUE	8:05								MP	6:30				
12/17	WED	8:29	16:02							7:33	7:30				
12/18	THU	8:47	13:39							4:52	8:00				
12/19	FRI	8:38	17:50							9:12	9:15				
12/20	SAT	0:00	0:00							0:00					
TOTAL:										69:21	79:15				
Work Total (hrs):				Overtime (hrs)				Other (hrs):				Total (hrs):			
Employee Signature: _____ Manager Signature: _____ Date: _____															

Employee Name: Gina Harkness

Payroll Period # 26 12/7/2025 to 12/20/2025

Date:	Start	End	Start	End	PTO	OT	Hours	
Sun	12/7/2025							
Mon	12/8/2025	7:00	8:30	9:30	12:00		4.00	WFH: Emails, Timesheet Office: Biweekly Payroll, Walk-Ins, Timeclock, Bank Draft, Bravera Call
Tues	12/9/2025	7:00	9:30				2.5	WFH: NDPers Report, Deny AI Water Test in Water Portal Website
Wed	12/10/2025							Sick Kids
Thurs	12/11/2025	8:00	10:00					WFH: Emails, Property Tax Search
Fri	12/12/2025							Sick Kids
Sat	12/13/2025							
	Weekly Total						6.5	
Sun	12/14/2025							
Mon	12/15/2025	8:45	1:00				4.25	Post Office, Bank, Tax Exempt to Kearyn, 941 Payment, WSG Deposit, Misc Deposit, Walk-Ins, Filing & Organizing
Tues	12/16/2025	8:15	2:45				6.5	Bank, Post Office, CD Renewal, James Phone Call, AP Checks
Wed	12/17/2025	9:15	11:15	3:00	5:15		4.25	Post Office, Copy of Service Line Letters to NDDEQ, Emails, Phone, December Payments into Banyon, Invoices
Thurs	12/18/2025							
Fri	12/19/2025	11:45	3:15				3.5	Post Office, Filing & Organizing, Phone
Sat	12/20/2025							
	Weekly Total						18.5	
	Grand Total						25	

Employee Signature: *Gina Harkness*

Date: *12/22/25*

Employee Name: alan lundstrom Payroll Period # 20

Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity		
Sun 12/21/2025	9:00	10:00								1.00			1.00	w/p		
Mon 12/22/2025	10:00	5:30							1.00	5.50	1.00		7.50	r, w/p, bubachs garbage can lid, amy c. water off		
Tue 12/23/2025	9:30	7:15					6.75			2.00	1.00		9.75	r,w/p, p-lake, minot for sand spreader		
Wed 12/24/2025	9:00	10:00			8.00					1.00			9.00	w/p, holiday		
Thur 12/25/2025	9:00	10:00			8.00					1.00			9.00	w/p, holiday		
Fri 12/26/2025	9:00	10:00			7.00					1.00			8.00	w/p, holiday		
Sat 12/27/2025	9:00	10:00								1.00			1.00	w/p		
Weekly Total #1							23.00	0.00	6.75	0.00	1.00	12.50	2.00	0.00	45.25	No OT due to holidays
Sun 12/28/2025	9:00	10:00								1.00			1.00	w/p		
Mon 12/29/2025	9:00	10:00				4.00				1.00			5.00	w/p, pto		
Tues 12/30/2025	9:00	10:00				4.50				1.00			5.50	w/p, pto		
Wed 12/31/2025	8:30	5:45					4.25			1.00	1.00	3.00	9.25	r, w/p, cleaned streets, installed sander, sanded streets		
Thur 1/1/2026	9:00	10:00			8.00					1.00			9.00	w/p,holiday		
Fri 1/2/2026	8:30	5:45					1.25		3	1.00	1.00	3.00	9.25	r, w/p, p-lake, burn trees at DG, snowblow, sidewalks, fixed snow blower		
Sat 1/3/2026	9:00	10:00								1.00			1.00	w/p		
Weekly Total #2							8.00	8.50	5.50	0.00	3.00	7.00	2.00	6.00	40.00	
Weekly Total #1							23.00	0.00	6.75	0.00	1.00	12.50	2.00	0.00	45.25	
Total							31.00	8.50	12.25	0.00	4.00	19.50	4.00	6.00	85.25	
PTO/Holiday							31.00	8.50							39.50	
Overtime															0.00	
Total Regular									12.25	0.00	4.00	19.50	4.00	6.00	45.75	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

pw: leeds

**Time Card Report**  
**12/21/2025 - 1/3/2026**

Downloaded: 01/06/2026 03:11 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
12/21	SUN										1:00		
12/22	MON	10:03	17:38							7:35	7:30		
12/23	TUE	9:31	19:21							9:50	9:45		
12/24	WED	0:00	0:00							0:00	9:00		
12/25	THU	0:00	0:00							0:00	9:00		
12/26	FRI	0:00	0:00							0:00	8:00		
12/27	SAT	0:00	0:00							0:00	1:00		
12/28	SUN	0:00	0:00							0:00	1:00		
12/29	MON	0:00	0:00							0:00	5:00		
12/30	TUE	0:00	0:00							0:00	5:30		
12/31	WED	8:38	17:50							9:12	9:15		
01/01	THU	0:00	0:00							0:00	9:00		
01/02	FRI	8:35	17:47							9:12	9:15		
01/03	SAT	0:00	0:00							0:00	1:00		
<b>TOTAL:</b>										35:49	85:15		
<b>Work Total (hrs):</b>				<b>Overtime (hrs)</b>				<b>Other (hrs):</b>				<b>Total (hrs):</b>	
<b>Employee Signature:</b> _____ <b>Manager Signature:</b> _____ <b>Date:</b> _____													

Employee Name: **Jordan Thompson** Payroll Period # **1**

Date:	Start	End	Start	End	Holiday	PTO	Gen	Mosq	Garbage	Water	Sewer	Street	Total Hours	Brief Description of Work Activity
Sun 12/21/2025													0.00	
Mon 12/22/2025	8:30	4:40					2.00			2.00		4.00	8.00	Rounds, Tower, Payroll, Cleaned intersections, Sanded, Cleaned apartments, Shut Amy's water off
Tue 12/23/2025	9:00	4:10					5.00			1.00		1.25	7.25	Rounds, Tower, Cleaned city hall, Cleaned sidewalks, Sanded
Wed 12/24/2025	8:30	4:30			8.00								8.00	Holiday 8
Thur 12/25/2025	8:30	4:30			8.00								8.00	Holiday 8
Fri 12/26/2025	8:30	4:30			1.50	2.00	4.50						8.00	Rounds, Tower, Chlorine test, Cleaned streets
Sat 12/27/2025													0.00	
Weekly Total #1					17.50	2.00	11.50	0.00	0.00	3.00	0.00	5.25	39.25	
Sun 12/28/2025	6:45	9:00										2.25	2.25	Pm cleaned snow
Mon 12/29/2025	5:00	1:30					2.50			1.00		5.00	8.50	Rounds, Tower, Moved snow, Chemicals, Chlorine test
Tues 12/30/2025	8:45	4:30					7.75						7.75	Rounds, Tower, Moved snow, G-can Ritchard
Wed 12/31/2025	8:30	4:50					4.00					4.25	8.25	Rounds, Tower, Put sander together, Wired sander, Sanded
Thur 1/1/2026	8:30	4:30			8.00								8.00	Holiday 8
Fri 1/2/2026	8:30	4:50					7.00					1.25	8.25	Rounds, Tower, Burn dump, G-can lid Loralee, Cleared streets
Sat 1/3/2026													0.00	
Weekly Total #2					8.00	0.00	21.25	0.00	0.00	1.00	0.00	12.75	43.00	No OT due to holidays
Weekly Total #1					17.50	2.00	11.50	0.00	0.00	3.00	0.00	5.25	39.25	
Total					25.50	2.00	32.75	0.00	0.00	4.00	0.00	18.00	82.25	
PTO/Holiday					25.50	2.00							27.50	
Overtime													0.00	
Total Regular							32.75	0.00	0.00	4.00	0.00	18.00	54.75	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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
12/21	SUN	0:00	0:00							0:00			
12/22	MON	8:33	16:39							8:06	8:00		
12/23	TUE	8:58	16:09							7:11	7:15		
12/24	WED	0:00	0:00							0:00	8:00		
12/25	THU	0:00	0:00							0:00	8:00		
12/26	FRI	8:31	13:01							4:30	8:00		
12/27	SAT	0:00	0:00							0:00			
12/28	SUN	18:43	21:03							2:20	2:15		
12/29	MON	5:00	13:22							8:22	8:30		
12/30	TUE	8:45	16:30							7:45	7:45		
12/31	WED	8:32	16:52							8:20	8:15		
01/01	THU	0:00	0:00							0:00	8:00		
01/02	FRI	8:32	16:49							8:17	8:15		
01/03	SAT	0:00	0:00							0:00			
<b>TOTAL:</b>										54:51	82:15		
<b>Work Total (hrs):</b>				<b>Overtime (hrs)</b>			<b>Other (hrs):</b>			<b>Total (hrs):</b>			
Employee Signature:				Manager Signature:				Date:					

Employee Name: Gina Harkness		Payroll Period # 1		12/22/2025		to		1/3/2026		PTO	OT	Hours	
Date:	Start	End	Start	End									
Sun	12/21/2025												
Mon	12/22/2025	9:00	1:30								4.50		Post Office, Bank, Walk-Ins, Phone, Water Billing, BiWeekly Payroll, Timeclock
Tues	12/23/2025												
Wed	12/24/2025										8		Holiday-Christmas Eve
Thurs	12/25/2025										8		Holiday-Christmas Day
Fri	12/26/2025	10:30	1:30								3		Post Office, Bond Info. To State, Walk-Ins, NDTC Call about Email
Sat	12/27/2025												
	Weekly Total										23.5		
Sun	12/28/2025												
Mon	12/29/2025										8		PTO-Vacation
Tues	12/30/2025										8		PTO-Vacation
Wed	12/31/2025										8		PTO-Vacation
Thurs	1/1/2026										8		Holiday-New Year's
Fri	1/2/2026										8		PTO-Vacation
Sat	1/3/2026												
	Weekly Total										40		
	Grand Total										63.5		PTO=32, Holiday=24
Employee Signature: <i>Gina Harkness</i>										Date:			

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**City of Leeds**

**Leeds Public Library Payroll**

**December 31, 2025**

Connie Paulson (15 hrs. @ \$11.50 per hr. Dec.) \$172.50

Maxine Follman (9 hrs. @ \$10.50 per hr. Dec.) \$94.50