

**VILLAGE OF ELBERTA
DPW WEEKLY TIME SHEET**

Employee: JENNIFER WILKINS

Week ending: 4-28-23

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	HRS WORKED BY DEPART.
CLOCK TIME WORKED				9 ^{AM} 11:30 2-6 ^{PM}	8:30 AM- 3:30 PM	8:30 AM- 3:30 PM	8:30- 3:30	
GENERAL FUND 101								
266 /Community Bldg								
751/Waterfront Park								
751/LSS								
752/Penfold Park								
765/Elberta Beach								
MAJOR STREETS FUND 202								
463/Regular Maintenance						.5		.5
478/Ice & Snow Melt								
LOCAL STREETS FUND 203								
463/Regular Maintenance						.5		.5
478/Ice & Snow Melt								
MUNICIPAL STREETS FUND 204								
441/Garage				2.5	4	2	2	10.5
446/Roads								
PARK FUND 208								
756/Elberta Dunes South								
SEWER FUND 590								
529/Sanitation Activity				1	1	1	1	4
WATER FUND 591								
536/Operating Expenses				3	2	3	4	12
OTHER 101								
851 /Holiday								
851/PTO								
DAILY TOTALS				6.5	7	7	7	20.5
GRAND TOTAL HRS WORKED								20.5

Approved by: _____

Date: _____

NOTES:

**VILLAGE OF ELBERTA
DPW WEEKLY TIME SHEET**

Employee: JENNIFER WILKINS

Week ending: 5-5-23

	29 Saturday	30 Sunday	1 Monday	2 Tuesday	3 Wednesday	4 Thursday	5 Friday	HRS WORKED BY DEPART.
CLOCK TIME WORKED	10-4pm	11-1pm			11am-8pm	10AM-11AM		
GENERAL FUND 101								
266 /Community Bldg								
751/Waterfront Park					6			6
751/LSS								
752/Penfold Park								2
765/Elberta Beach								
MAJOR STREETS FUND 202								
463/Regular Maintenance								
478/Ice & Snow Melt								
LOCAL STREETS FUND 203		2						2
463/Regular Maintenance								
478/Ice & Snow Melt								
MUNICIPAL STREETS FUND 204								
441/Garage	6		2		3			11
446/Roads								
PARK FUND 208								
756/Elberta Dunes South								
SEWER FUND 590								
529/Sanitation Activity								
WATER FUND 591								
536/Operating Expenses			4.5	3		1		8.5
OTHER 101								
851 /Holiday								
851/PTO								
DAILY TOTALS	6	2	6.5	3	9	1		27.5
GRAND TOTAL HRS WORKED								27.5

Approved by: _____

Date: _____

NOTES:

**VILLAGE OF ELBERTA
DPW WEEKLY TIME SHEET**

Employee: JENNIFER WILKINS

Week ending: 5-12-23

	6	7	8	9	10	11	12	HRS WORKED BY DEPART.
CLOCK TIME WORKED	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
GENERAL FUND 101								
266 /Community Bldg								
751/Waterfront Park				1				1
751/LSS								
752/Penfold Park			2					2
765/Elberta Beach								
MAJOR STREETS FUND 202								
463/Regular Maintenance			3					3
478/Ice & Snow Melt								
LOCAL STREETS FUND 203								
463/Regular Maintenance								
478/Ice & Snow Melt								
MUNICIPAL STREETS FUND 204								
441/Garage				1	.5	2		3.5
446/Roads								
PARK FUND 208								
756/Elberta Dunes South				1				1
SEWER FUND 590				.5			.5	1
529/Sanitation Activity								
WATER FUND 591								
536/Operating Expenses				.5	.5		.5	1.5
OTHER 101								
851 /Holiday								
851/PTO								
DAILY TOTALS			5	4	1	2	1	13
GRAND TOTAL HRS WORKED								13

Approved by: _____

Date: _____

NOTES:

**VILLAGE OF ELBERTA
DPW WEEKLY TIME SHEET**

Employee: JENNIFER WILKINS

Week ending: 5-19-23

	13	14	15	16	17	18	19	HRS WORKED BY DEPART.
	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
GENERAL FUND 101								
266 /Community Bldg								
751/Waterfront Park								
751/LSS								
752/Penfold Park								
765/Elberta Beach								
MAJOR STREETS FUND 202								
463/Regular Maintenance								
478/Ice & Snow Melt								
LOCAL STREETS FUND 203								
463/Regular Maintenance								
478/Ice & Snow Melt								
MUNICIPAL STREETS FUND 204								
441/Garage			2					2
446/Roads								
ARK FUND 208								
756/Elberta Dunes South								
SEWER FUND 590								
529/Sanitation Activity			.5					.5
WATER FUND 591								
536/Operating Expenses			.5		.5		2	3
OTHER 101								
851 /Holiday								
851/PTO								
DAILY TOTALS	8.5		3		.5		2	5.5
GRAND TOTAL HRS WORKED								5.5

Approved by: _____

Date: _____

NOTES:

**VILLAGE OF ELBERTA
DPW WEEKLY TIME SHEET**

Employee: JENNIFER WILKINS

Week ending: 5-26-23

	20	21	22	23	24	25	26	HRS WORKED BY DEPART.
CLOCK TIME WORKED	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
GENERAL FUND 101								
266 /Community Bldg								
751/Waterfront Park	3				2			5
751/LSS								
752/Penfold Park					3			3
765/Elberta Beach								
MAJOR STREETS FUND 202								
463/Regular Maintenance								
478/Ice & Snow Melt								
LOCAL STREETS FUND 203								
463/Regular Maintenance								
478/Ice & Snow Melt								
MUNICIPAL STREETS FUND 204								
441/Garage	4.5		1	2				7.5
446/Roads								
PARK FUND 208								
756/Elberta Dunes South								
SEWER FUND 590								
529/Sanitation Activity			.5					.5
WATER FUND 591								
536/Operating Expenses	1		.5	1			2	4.5
OTHER 101								
851 /Holiday								
851/PTO								
DAILY TOTALS	8.5		2	3	5		2	20.5
GRAND TOTAL HRS WORKED								20.5

Approved by: _____

Date: _____

NOTES:

**VILLAGE OF ELBERTA
DPW WEEKLY TIME SHEET**

Employee: JENNIFER WILKINS

Week ending: 6.2.23

	27	28	29	30	31	1	2	HRS WORKED BY DEPART.
CLOCK TIME WORKED	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
GENERAL FUND 101								
266 /Community Bldg								
751/Waterfront Park					2			2
751/LSS								
752/Penfold Park						2		2
765/Elberta Beach						3		3
MAJOR STREETS FUND 202								
463/Regular Maintenance		1	-	2				3
478/Ice & Snow Melt								
LOCAL STREETS FUND 203								
463/Regular Maintenance		1						1
478/Ice & Snow Melt								
MUNICIPAL STREETS FUND 204								
441/Garage			-	2	3			5
446/Roads								
PARK FUND 208								
756/Elberta Dunes South								
SEWER FUND 590								
529/Sanitation Activity								
WATER FUND 591								
536/Operating Expenses	2	1						3
OTHER 101								
851 /Holiday								
851/PTO								
DAILY TOTALS	2	3	-	4	5	5		19
GRAND TOTAL HRS WORKED								19

Approved by: _____

Date: _____

NOTES:

VILLAGE OF ELBERTA
DPW WEEKLY TIME SHEET

Employee: JENNIFER WILKINS

Week ending: 6-9-23

	3	4	5	6	7	8	9	HRS WORKED BY DEPART.
CLOCK TIME WORKED	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	
GENERAL FUND 101								
266 /Community Bldg								
751/Waterfront Park								
751/LSS								
752/Penfold Park								
765/Elberta Beach			3	2	7			12
MAJOR STREETS FUND 202								
463/Regular Maintenance							1	1
478/Ice & Snow Melt								
LOCAL STREETS FUND 203								
463/Regular Maintenance							1	1
478/Ice & Snow Melt								
MUNICIPAL STREETS FUND 204								
441/Garage				3				3
446/Roads								
PARK FUND 208								
756/Elberta Dunes South								
SEWER FUND 590								
529/Sanitation Activity								
WATER FUND 591								
536/Operating Expenses								
OTHER 101								
851 /Holiday								
851/PTO								
DAILY TOTALS			3	5	7		2	17
GRAND TOTAL HRS WORKED								17

Approved by: _____

Date: _____

NOTES: