Nishnawbe-Aski Legal Services Corporation
ᐊᓂᔑᓇᐯ ᐊᐢᑭ ᑎᐸᑯᓂᕐᐃᐣ
ᐧᐃᒋᐦᐃᐧᐁᐧᐃᓇᐣ ᒫᒋᑕᒪᓱᐧᐃᐣ

Nishnawbe-Aski Legal Services Corporation
Attention: Accounts Payable
138B Mission Road
Fort William First Nation, ON P7J 1K7
Tel: (807) 622-1413 Fax: (807) 622-3024

Leave Requests

005395

Name	End Date
Tracey Coultis	2024-01-08
Type	**Hours**
Lieu Time	11.50
Start Date	**Format**
2024-01-08	Accumulated

Notes

Dec. 22/23 - Jan. 7/24 - Christmas shutdown option

2 working days required - Dec. 28th (7 hrs) & Dec. 29th (7 hrs) worked on benefit adjustment batches, employee payable entries for Joanne and prepping for 1st payroll while waiting on timesheets, begin payroll entries

Lieu Time - Dec. 27th (7 hrs) - looking into employee pension and benefits adjustments required due to errors made or information omitted prior to Sept. 2023, employee payable entries for Joanne and prepping for 1st payroll while waiting for timesheets
- Dec. 31st - (4.5 hrs) - finish entering timesheets and payroll adjustments for current pay period, prepare and deliver payroll package for Josh to review

Status

Cancelled

Authorized Signature