Nishnawbe-Aski Legal Services Corporation
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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

Employee Timesheets

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Requested By	Date
Carol Buswa	2022-02-11

Start Date	End Date
2022-01-29	2022-02-11

Hours

Description	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Subtotal
Week 1			7.00	7.00	7.00	7.00	7.00	35.00
Week 2			7.00	7.00	7.00	7.00	7.00	35.00
Total								70.00

Deducted

2022-02-04 - 2022-02-04 / Management Day / RL-Management Day -Feb 4-2022	7.00
Total	7.00

Total	77.00

Notes

Feb 4- Management Day

The Management Day leave needs to be recorded as BLANK on Friday February 4 - The7 hrs Mgmt Day is entered as DEDUCTED section at bottom of your Time Sheet.
the TOTAL will then be 70.00 hrs. THE TS you submitted has a TOTAL of 77 hours. (please see page 6 of HRIS Manual) for correct entry for this PAY PERIOD #4

Authorized Signature