

Employee Timesheets 000385

Requested By	Date		
Wilma Carpenter	2022-04-07		
Pay Period	Start Date	End Date	
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Hours															
Description		Sat		Sun		Mon	•	Tues		Wed	٦	hurs		Fri	Subtotal
Week 1	202	22-03-26	2022-03-27		202	22-03-28	202	2-03-29	2022-03-30		2022-03-31		2022-04-01		29.00
						7.00		7.00		4.00		4.00		7.00	29.00
Week 2	202	22-04-02	2022-04-03		202	22-04-04	2022-04-05		2022-04-06		2022-04-07		2022-04-08		20.00
						7.00		7.00		7.00		7.00			28.00
Total															57.00

Accumulated

Total	5.50
2022-03-28 - 2022-03-28 / Lieu Time Worker worked with co-worker to assist with how to do certain things within our VWL program. Went over files and quarterly reports. Gave pointers in how I keep track of my incoming referrals. Also gave her resources and forms such as VIS.	
2022-03-27 - 2022-03-27 / Lieu Time Travelled to Kenora on a Sunday, March 27, 2022 so that I can attend court Monday, March 28, 2022. This is travel day and I traveled within the speed limit and no way gonna rush as part of that highway to Kenora has lots of curves.	3.50

Deducted

Total	6.00
Report back to work on 11:00 am	
I will have no more overtime hours ending this fiscal period.	3.00
2022-03-31 - 2022-03-31 / Lieu Time I have 3 hours left to use and will be using March 31, 2022 from 8:00 am - 11:00 am.	
So today, March 30, 2022 I plan to take my overtime hours from 1:00 pm to 4:00 pm; which is 3 hours.	
2022-03-30 - 2022-03-30 / Lieu Time From previous I have 0.5 hours standing; and accumulated a total of 5.5 hours (March 27 and March 28). Which means I have a total of 6 hours to use up by the end of the month	3.00

Notes

Overtime accumulated - March 27, 2022 (3.5 hours) and March 28, 2022 (2.0 hours) Used up 6.0 hours overtime - which leaves me a balance of zero for OT hours

In the HRIS I am not able to include my leave for April 8 as the new year is not installed. But I did send submit a leave form using the old system (which is attached to this timesheet) And is not showing as a deductible.

Authorized Signature

Ann Hiller