

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

001437

Requested By	Date
Kristy Martyn	2022-08-23

Pay Period	Start Date	End Date
2022-08-13 / 2022-08-26	2022-08-13	2022-08-26

Hours															
Description	Sat		Sun		Mon		Tues		Wed		Thurs		Fri		Subtotal
Week 1	202	2022-08-13 2022-08-2		22-08-14	2022-08-15		2022-08-16		2022-08-17		2022-08-18		2022-08-19		
						7.00		7.00		7.00		7.00		7.00	35.00
Week 2	202	22-08-20	202	22-08-21	202	22-08-22	202	22-08-23	202	22-08-24	202	22-08-25	202	22-08-26	21.00
						7.00		7.00		7.00					21.00
Total															56.00

Accumulated	
2022-08-16 - 2022-08-16 / Lieu Time I worked 2 hours of OT (visiting a client) the evening of Friday August 12 2022 however, as per Gillian's advice because time sheets were already approved for that current par roll, it is being submitted today to be applied to the next pay roll. I also worked 2 hours of OT (talking with client through out the day, ordered groceries and had them delivered) on Sunday	4.00
August 14 2022. These OT hours were approved by Gillian prior to moving forward with both client's. 2022-08-22 - 2022-08-22 / Lieu Time	1.00
Worked through lunch visiting agencies promoting MJBH. 2022-08-24 - 2022-08-24 / Lieu Time Aug 23 - worked 1hr OT (5pm-6pm)attempted an intake after business hours, client ended up taking off from location - helped other organization to locate individual - unsuccessful	2.00
Aug 24 - worked 1hr OT (8am-9am) received a call from Norwest outreach worker. They had client (from yesterday) with them in office so we met there and completed intake.	
2022-08-24 - 2022-08-24 / Lieu Time Worked after hours for - Rapid response circle, went to airport to confirm details and contacted Norwest outreach workers with flight info for client.	2.00
Total	9.00

Deducted	
2022-08-25 - 2022-08-25 / Lieu Time July 25 2022 - Requesting vacation day using Lieu time	7.00

2022-08-26 - 2022-08-26 / Leave of Absence	3.00	
July 26 2022 - requesting day off without pay - LOA		
2022-08-26 - 2022-08-26 / Lieu Time Regarding my day off for Aug 26 - please use 4 hrs of my lieu time that I have accumulated, and the remaining 3 hours will be LOA without pay. Thank you	4.00	
Total	14.00	
		1
Total	70.00	

Auth	orized Signature	1
Gillia	n Schaible	