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

002931

Requested By	Date
Bryan Phelan	2023-02-24

Pay Period	Start Date	End Date
2023-02-11 / 2023-02-24	2023-02-11	2023-02-24

Hours

Description	Sat		Sun		Mon		Tues		Wed		Thurs		Fri		Subtotal
Week 1	2023-02-11		2023-02-12		2023-02-13		2023-02-14		2023-02-15		2023-02-16		2023-02-17		35.00
						7.00		7.00		7.00		7.00		7.00	
Week 2	2023-02-18		2023-02-19		2023-02-20		2023-02-21		2023-02-22		2023-02-23		2023-02-24		35.00
					S	7.00		7.00		7.00		7.00		7.00	
Total															70.00

Accumulated

2023-02-24 - 2023-02-24 / Lieu Time 6.5 hours of overtime assigned to today's date, Feb. 24, because the HRIS system does not allow for overtime approval after the fact and these overtime hours could not be predicted in advance: Feb. 17 - 1 hr, 30 mins (for after-hours interview at Kenora Jail) Feb. 21 - 1 hr, 30 mins (started workday at 7 am for court charter to Sandy Lake; charter was cancelled) Feb. 22 - 3 hrs, 30 mins (started workday 7:15 for court charter to Sandy; 1/2 hour for lunch; workday ended 6:30 pm)	6.50
Total	6.50

Total	70.00

Notes

6.5 hours of overtime is not reflected on this timesheet because the HRIS system does not allow for overtime approval after the fact (without extra steps & manual adjustments by managers), and these overtime hours could not be predicted in advance. I will work with the Gladue manager, G. Edwards, to work outside the HRIS system to track these overtime hours and corresponding lieu time off.
OT hours this pay period:
Feb. 17 - 1 hr, 30 mins (for after-hours interview at Kenora Jail)
Feb. 21 - 1 hr, 30 mins (started workday at 7 am for court charter to Sandy Lake; charter was cancelled)
Feb. 22 - 3 hrs, 30 mins (started workday 7:15 for court charter to Sandy; 1/2 hour for lunch; workday ended 6:30 pm)

Authorized Signature

George Edwards