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

003074

| Requested By | Date |
|---|---|
| Holly Sitch | 2023-03-10 |

| Pay Period | Start Date | End Date |
|---|---|---|
| 2023-02-25 / 2023-03-10 | 2023-02-25 | 2023-03-10 |

**Hours**

| Description | Sat | Sun | Mon | Tues | Wed | Thurs | Fri | Subtotal |
|---|---|---|---|---|---|---|---|---|
| Week 1 | 2023-02-25 | 2023-02-26 | 2023-02-27 | 2023-02-28 | 2023-03-01 | 2023-03-02 | 2023-03-03 | 35.00 |
| | | | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | |
| Week 2 | 2023-03-04 | 2023-03-05 | 2023-03-06 | 2023-03-07 | 2023-03-08 | 2023-03-09 | 2023-03-10 | 35.00 |
| | | | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | |
| **Total** | | | | | | | | 70.00 |

**Accumulated**

| | |
|---|---|
| 2023-03-04 - 2023-03-04 / Lieu Time<br>worked on accounts payable, travel advances, travel claims, chq recs, purchase orders etc and input to Adagio; went through the mail and organized it ready for Monday processing when Joanne is back. | 4.00 |
| 2023-03-09 - 2023-03-09 / Lieu Time<br>Worked from the reserve office from 6:30pm - 8:30pm so that I could have EFT and Cheques ready for signing Thursday. Joanne sent EFT file to the office where I was able to attach to invoices for filing and bank report for signing. | 2.00 |
| **Total** | 6.00 |

**Deducted**

| | |
|---|---|
| 2023-02-27 - 2023-02-27 / Lieu Time<br>Using lieu time for an non medical appointment. | 3.00 |
| **Total** | 3.00 |

| | |
|---|---|
| **Total** | 73.00 |

**Authorized Signature**

Colette Shwetz