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

003115

Requested By	Date
Holly Sitch	2023-03-23

Pay Period	Start Date	End Date
2023-03-11 / 2023-03-24	2023-03-11	2023-03-24

Hours

Description	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Subtotal
Week 1	2023-03-11	2023-03-12	2023-03-13	2023-03-14	2023-03-15	2023-03-16	2023-03-17	35.00
			7.00	7.00	7.00	7.00	7.00	
Week 2	2023-03-18	2023-03-19	2023-03-20	2023-03-21	2023-03-22	2023-03-23	2023-03-24	0.00
Total								35.00

Accumulated

2023-03-12 - 2023-03-12 / Lieu Time Printed Leave Requests and Time sheets; prepared them for payroll. Finished off all accounts payable entries. Should be on top of things for work tomorrow.	3.00
2023-03-14 - 2023-03-14 / Lieu Time worked through lunch to get Payroll finished; worked this evening to finish off a Travel Arrangement that I had started.	2.00
2023-03-23 - 2023-03-23 / Lieu Time Worked with Bonnie on Sunday March 19th showing her how to do the drivers timesheets using the logbook sheets. Also worked with her on how the information on the driver's logbook sheets are input into the spreadsheet.	1.50
Total	6.50

Deducted

2023-03-20 - 2023-03-22 / Bereavement Taking three days bereavement due to my aunt passing away	21.00
2023-03-23 - 2023-03-24 / Lieu Time Using lieu time before year end.	14.00
Total	35.00

Total	70.00

Authorized Signature

Colette Shwetz