



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

003316

Requested By	Date
Wilma Carpenter	2023-04-06

Pay Period	Start Date	End Date
2023-03-25 / 2023-04-07	2023-03-25	2023-04-07

Hours								
Description	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Subtotal
Week 1	2023-03-25	2023-03-26	2023-03-27	2023-03-28	2023-03-29	2023-03-30	2023-03-31	29.50
			4.50	4.00	7.00	7.00	7.00	
Week 2	2023-04-01	2023-04-02	2023-04-03	2023-04-04	2023-04-05	2023-04-06	2023-04-07	35.00
			7.00	7.00	7.00	7.00	S 7.00	
Total								64.50

Accumulated	
2023-03-25 - 2023-03-25 / Lieu Time This is for my travel home on Saturday, March 25 from Thunder Bay to Sioux Lookout	5.50
2023-04-05 - 2023-04-05 / Lieu Time I actually got this overtime hours on April 2, 2023 - travelled to Kenora on Sunday, April 2, 2023 to attend trial scheduled the next morning. Also my laptop does not have HRIS so I am unable to even enter any overtime or leave request from my laptop. Also can't go back to the actual date of when my overtime was done. HRIS doesn't allow me to do this. Which is why this is late in getting submitted.	3.00
Total	8.50

Deducted	
2023-03-27 - 2023-03-27 / Leave of Absence Taking time off on March 27 from 1:30 - 4:00 pm which is 2.5 hours	2.50
2023-03-28 - 2023-03-28 / Lieu Time Need to use up any overtime before month end	3.00
Total	5.50

Total	70.00
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Notes
 OVERTIME - had 0 balance; this pay period gained 8 hours; this pay period used 5 hours; remaining balance is 3 hours
 SICK TIME: have 79 hours; nothing used this pay period; therefore balance remains at 79 hours
 VAC DAYS: have 0.61; I thought I used up all of my Vac Days before the end of March; I know I will lose these days due to the fact I didn't request a carry over; I am okay to have the 0.61 day to be taken off and not carried over.

Authorized Signature

Ann Hiller