

Employee Timesheets 003518

Requested By	Date	
Bonnie MacDonald	2023-05-04	
Pay Period	Start Date	End Date
2023-04-22 / 2023-05-05	2023-04-22	2023-05-05

Hours															
Description		Sat		Sun		Mon	•	Tues		Wed	1	Thurs		Fri	Subtotal
Week 1	2023-04-22		202	23-04-23	2023-04-24		202	23-04-25	4-25 2023-04-26		2023-04-27		2023-04-28		35.00
						7.00		7.00		7.00		7.00		7.00	35.00
Week 2	2023-04-29		2023-04-30		202	2023-05-01		2023-05-02		2023-05-03		2023-05-04		23-05-05	25.00
						7.00		7.00		7.00		7.00		7.00	35.00
Total															70.00

Accumulated

Total	19.50
2023-05-02 - 2023-05-02 / Lieu Time Late client flights booked, late emails from lawyers cancelling and booking. Late Discharges, Shayla Sinclair, Glenda Wesley, Ranaldo Oombash. Calls from Drivers re: client pick ups and drop offs. Replacing Lenard with Kenora Jail clients. Paper work, filing, entries in Drivers Excel sheet, entries in Discharge Planning Excel Sheet. Ended work at 10:00 p.m.	5.00
2023-05-01 - 2023-05-01 / Lieu Time Late Discharges, calls from drivers with late discharges, arranging tire pick ups and car repairs on Billy Brays vehicle, providing Coordinators report to our Executive Director for the Board meeting.	3.00
2023-05-01 - 2023-05-01 / Lieu Time Worked Friday night 3 hours, Saturday 3 hours and Sunday 2. Clients Debbie Coaster, Terah Winter, Carson Shapwakeesic, Wanita Coaster. 11 releases on Friday and assisted Lenard with his releases. Paradise Trout. Tried to get caught up on spread sheets for clients and log sheets for drivers. Worked on DTP's still not finished. Answered calls from drivers.	8.00
2023-04-27 - 2023-04-27 / Lieu Time Assisting Lenard, accepting calls from Drivers, getting caught up with Spreadsheets, drivers log book. Contacting lawyer Andre Lehoux re: client Contacting lawyer Justin Ellery re: client. Booking travel for two late discharges and contacting Brennan Sacevich for more information on client.	3.50

70.00

Authorized Signature

Irene Linklater

Total