

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

003643

Requested By	Date
Bonnie MacDonald	2023-05-18

Pay Period	Start Date	End Date
2023-05-06 / 2023-05-19	2023-05-06	2023-05-19

Hours															
Description		Sat		Sun		Mon		Tues		Wed	1	Γhurs		Fri	Subtotal
Week 1		2023-05-06		2023-05-07		23-05-08	2023-05-09		2023-05-10		2023-05-11		2023-05-12		
						7.00		7.00		7.00		7.00		7.00	35.00
Week 2 2023-05-13		23-05-13	2023-05-14		2023-05-15		2023-05-16		2023-05-17		2023-05-18		2023-05-19		
															0.00
Total															35.00

Accumulated	
2023-05-07 - 2023-05-07 / Lieu Time Correcting Time sheets, downloads of log sheets, gas receipts, scanning all material sent to me, waiting for drivers to get back to me. Weekend bail hearing in Thunder Bay for Raymond McKay, flight booked, called Keith McKay in Kasabonika to see if he could track client down to make sure he does get his flight. Texts, emails and call from Mr. Mckays legal counsel. Numerous calls and texts and emails from drivers. Two late referrals on Friday Isaiah Green and Bruce Skinner. Flights and buses to be booked, DTP's to be sent to all referral sources from Friday.	10.00
2023-05-08 - 2023-05-08 / Lieu Time Late releases for Lenard had to assist with flight bookings, po's and invoices. Late release out of Sault Ste. Marie Youth Centre needing two separate flights, conversing with Probation Officer and Lawyer in Kenora. Late release ride booked with driver in Thunder Bay for Orville McWatch. Homeless for many weeks after being let out of jail with nothing. Brittany Bouchard referral.	2.00
2023-05-09 - 2023-05-09 / Lieu Time Lenard late releases, po's, dtp's , booking rooms, clients Jojo Bighead and Cody Beardy. Emails , calls and texts. HRIS cheque requistions with my AMEX card to Irene for approval.	3.00
2023-05-11 - 2023-05-11 / Lieu Time Late releases, McKendrie Suggashie 7:00 p.m. Alphaeus Skunk, Arrange travel, rooms, meals and a room and meals for Driver Karen Oliver. Approve PO's and DTP's for Lenard and download invoices. Spreadsheet, drivers log book.	3.50
2023-05-12 - 2023-05-12 / Lieu Time Late release Edmund Wesley, back and forth with lawyer re his release dates during court. Worked on client files, spread sheets, preparation to take vacation, emails to Lenard and drivers and facilities re: process and replacements. Assisting Lenard with Mr Suggashie who was intoxicated at the airport, hotel called Mr. Suggashie left some belongings at hotel. Drivers called looking for instructions re: early week pickups.	4.00
Total	22.50

Deducted

2023-05-15 - 2023-05-19 / Vacation Time to relax and regroup. I will have my phone and laptop if Lenard has any questions. Thanks.	35.00
Total	35.00
Total	70.00
Notes	
Second week vacation.	
Authorized Signature	
Irene Linklater	