

Employee Timesheets

004111

Requested By	Date
Bonnie MacDonald	2023-07-13

Pay Period	Start Date	End Date
2023-07-01 / 2023-07-14	2023-07-01	2023-07-14

Hours	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Subtotal
Week 1	2023-07-01	2023-07-02	2023-07-03	2023-07-04	2023-07-05	2023-07-06	2023-07-07	35.00
			S 7.00	7.00	7.00	7.00	7.00	
Week 2	2023-07-08	2023-07-09	2023-07-10	2023-07-11	2023-07-12	2023-07-13	2023-07-14	35.00
			7.00	7.00	7.00	7.00	7.00	
Total								70.00

Accumulated	
2023-07-04 - 2023-07-04 / Lieu Time Answering calls from clients who have been at the Senator for three or more days. Clients John lahtail and Meshen Nakogee staying with evacuated family members in Kapuskasing. Liasing with Evac Lead in Kap to ensure these clients were well looked after at two different hotels with meals and to confirm that when they are allowed to go home that our clients are on that plane Worked the stat holiday today plus 2 hours. Assisted Lenard with questions regarding flight cancellations. Lenard and myself worked past the 3:00 quitting time on Friday. I am claiming those two hours but not the Friday or Sunday for time sheets and log books. My drivers wait until late Friday to enter time sheets, meal claims, cheque req.s because their work week extends into Friday nights with the long trips.	11.00
2023-07-07 - 2023-07-07 / Lieu Time Midnight calls to drivers Joe and Sanderea and TBJ to cancel client ride this morning at 6:45 a.m. Gave instructions to Sanderea re: her safety. Joe went and picked her up.	2.00
2023-07-07 - 2023-07-07 / Lieu Time Very late discharge 8:00 Erwin Strang, had to wait for flight,, book it, send Po, do DTPA&D to ensure client made it to his 7:40 a.m. flightand confirmation from TBCC but office hours end at 4:30 . Difficulty in having evening staff respond because of shift change etc. Looking for Chrysil Okimaw and Christian Sutherland (clients)calling Senator Hotel to ensure that Nathaniel Sparling had been advised of his travel plans as he was let out of the cells without his bus and train tickets in Timmins. Speaking with staff member Karen Oliver re: not being cooperative. Conversing with Francesca about Nunavut client we have been working and how the costs spiralled out of control and I could not approve a \$5000.00 total travel budget for one client. Spoke with KDJ who agreed that they would look after the bus ticket to Winnipeg and client would speak with her community for the balance of the air fare on Air Inuit. Emailing TBCC to confirm that they would send client in a cab at 6 am. to airport.	7.00
2023-07-10 - 2023-07-10 / Lieu Time Two late releases, one TBCC one KDJ, Lenard and Francesca are both off this week, work on Visa for Joanne, tracking down receipts with Mikes. Booking driver tomorrow. Work with Insurance company on accident with Bear Cub.	3.00
2023-07-11 - 2023-07-11 / Lieu Time Six clients . Late Discharges Curtis Skunk, Kurri Turtle, Shawn Polny. Spreadsheets to get caught up on, driver bookings,	4.00

late emails to lawyers . Lenard and Francesca off.	
2023-07-13 - 2023-07-13 / Lieu Time Five releases, three late. Janelle Bluecoat's nurse from Fort Severn emailing about NAN being involved with medical treatment. Back and forth emails of what our mandate is. One late youth hearing. Time Sheets, calls from drivers. Arranging tow and rental for Sanderrea. Booking flights, PO's and DTP's	4.00
Total	31.00

Total	70.00
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Authorized Signature
Irene Linklater