

# Employee Timesheets 004365

| Requested By             | Date       |            |  |
|--------------------------|------------|------------|--|
| Keith William John Mckay | 2023-08-10 |            |  |
| Pay Period               | Start Date | End Date   |  |
| 2023-07-29 / 2023-08-11  | 2023-07-29 | 2023-08-11 |  |

| Hours       |            |          |               |          |     |            |     |            |            |            |            |            |            |          |          |
|-------------|------------|----------|---------------|----------|-----|------------|-----|------------|------------|------------|------------|------------|------------|----------|----------|
| Description |            | Sat      |               | Sun      |     | Mon        | •   | Tues       |            | Wed        | ٦          | Thurs      |            | Fri      | Subtotal |
| Week 1      | 202        | 23-07-29 | 202           | 23-07-30 | 202 | 23-07-31   | 202 | 23-08-01   | 2023-08-02 |            | 2023-08-03 |            | 2023-08-04 |          | 16.00    |
| -           |            |          |               |          |     | 7.00       |     | 7.00       |            |            |            |            |            | 2.00     | 10.00    |
| Week 2      | 2023-08-05 |          | 2023-08-06 20 |          | 202 | 2023-08-07 |     | 2023-08-08 |            | 2023-08-09 |            | 2023-08-10 |            | 23-08-11 | 25.00    |
| -           |            |          |               |          | S   | 7.00       |     | 7.00       |            | 7.00       |            | 7.00       |            | 7.00     | 35.00    |
| Total       |            |          |               |          |     |            |     |            |            |            |            |            |            |          | 51.00    |

## Deducted

| 2023-08-02 - 2023-08-04 / Vacation<br>requesting (3) Three days off from work during the month of August , 02 to 04 / 2023 . other not sure if it is a Statutory<br>Holiday on August , 07 / 2023 . Monday Civic Holiday if so will be back in office on August 08 / 2023 .<br>please reply to my message by E-mail once received and approved . |       |
|--|-------|
| Thank You .  | 19.00 |
| ADJUSTED FOR EARLY LEAVED ON FRIDAY, AUG 4 - 2 HOURS DEDUCTED FROM LEAVE MS  |       |
| Total  | 19.00 |

70.00

#### Total

### Notes

Please review if Bi-Weekly Time Sheet is correct .

Thank You .

#### Authorized Signature

Catherine Gull