

Employee Timesheets 005307

Requested By	Date		
Kayla Landry	2023-11-30		
Pay Period	Start Date	End Date	
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Hours															
Description		Sat		Sun		Mon		Tues		Wed	1	Thurs		Fri	Subtotal
Week 1	202	23-11-18	202	23-11-19	202	2023-11-20 2		23-11-21	2023-11-22		2023-11-23		2023-11-24		16.50
						4.50		4.00		4.00				4.00	10.50
Week 2	2023-11-25		2023-11-26		2023-11-27		2023-11-28		2023-11-29		2023-11-30		2023-12-01		21 50
						4.50		5.00		4.00		4.00		4.00	21.50
Total															38.00

Deducted			
2023-11-23 - 2023-11-23 / Sick I would like to take tomorrow off to hopefully recover from Covid. If this is too short notice I completely understand.			
Total	4.00		

42.00

Total

Notes

I adjusted my hours to match the hours that I have been approved to work but I attached an activity log with my actual hours worked.

I am requesting to become a full time employee; I just asked my manager for direction on how to proceed with this request.

Authorized Signature

Kenneth Sackaney