

Employee Timesheets

005314

Requested By	Date	
Elizabeth Norman	2023-11-30	
Pay Period	Start Date	End Date
2023-11-18 / 2023-12-01	2023-11-18	2023-12-01

Hours															
Description		Sat		Sun		Mon		Tues		Wed	1	Thurs		Fri	Subtotal
Week 1	202	23-11-18	2023-11-19		2023-11-20		2023-11-21 2023-11-22		2023-11-23		2023-11-24		7.00		
														7.00	7.00
Week 2	2023-11-25		2023-11-26		2023-11-27		2023-11-28		2023-11-29		2023-11-30		2023-12-01		20.00
						7.00		7.00		7.00				7.00	28.00
Total															35.00

Deducted			
2023-11-20 - 2023-11-23 / Sick Took 4 sick days when I got Covid after the all staff gathering.			
2023-11-30 - 2023-11-30 / Leave of Absence Thursday November 30, 2023 Child is sick with bad fever. Requested day away from the office.			
Total	35.00		

70.00

Total

Notes

Sick days week 1: Mon, Tue, Wed

Week 2: child sick. Worked from home partially. Will not count as working day.

Submitted sick leave request to be deducted.

Authorized Signature

Colette Shwetz