



Nishnawbe-Aski Legal Services Corporation
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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

005427

Requested By	Date
Diana Pine	2023-12-13

Pay Period	Start Date	End Date
2023-12-02 / 2023-12-15	2023-12-02	2023-12-15

Hours	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Subtotal
Week 1	2023-12-02	2023-12-03	2023-12-04	2023-12-05	2023-12-06	2023-12-07	2023-12-08	35.00
			7.00	7.00	7.00	7.00	7.00	
Week 2	2023-12-09	2023-12-10	2023-12-11	2023-12-12	2023-12-13	2023-12-14	2023-12-15	26.00
			7.00	7.00	5.50	3.00	3.50	
Total								61.00

Accumulated	
2023-12-06 - 2023-12-06 / Lieu Time I completely forgot to enter this in HRIS and as per policy, I needed to have entered the 5 hours I requested for September 29th and the 3.5 hours I requested for November 12th. This was my error and though I rarely request lue time, I was told about this policy last year by Melissa. If requesting this time for a current date is an acceptable workaround I have done this now. If not, is there a way for me to use this time, as per a special arrangement. If not, I do understand as it was my error.	8.50
Total	8.50

Deducted	
2023-12-15 - 2023-12-15 / Vacation Sunshine has sprained her shoulder on the ice and needs xrays. She is booked in Dryden for Friday morning. Requesting the morning of the half day off.	3.50
2023-12-13 - 2023-12-13 / Lieu Time I have an appointment today will take lunch from 1:00-2:00 and combine lunch with the 1.5 hours - will be back about 4:00 to work until end of day.	1.50
2023-12-14 - 2023-12-14 / Vacation Requesting tomorrow afternoon off. I have nothing left that is due or outstanding and have scheduled anything else for the 19th.	4.00
Total	9.00

Total	70.00
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Authorized Signature
Michael Lenny Carpenter

