



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

005590

Requested By	Date
Tracey Coultis	2024-01-09

Pay Period	Start Date	End Date
2023-12-30 / 2024-01-12	2023-12-30	2024-01-12

Hours								
Description	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Subtotal
Week 1	2023-12-30	2023-12-31	2024-01-01	2024-01-02	2024-01-03	2024-01-04	2024-01-05	35.00
			S 7.00	7.00	7.00	7.00	7.00	
Week 2	2024-01-06	2024-01-07	2024-01-08	2024-01-09	2024-01-10	2024-01-11	2024-01-12	33.00
			5.00	7.00	7.00	7.00	7.00	
<b>Total</b>								<b>68.00</b>

Accumulated	
2024-01-08 - 2024-01-08 / Lieu Time Dec. 22/23 - Jan. 7/24 - Christmas shutdown option  2 working days required - Dec. 28th (7 hrs) & Dec. 29th (7 hrs) worked on benefit adjustment batches, employee payable entries for Joanne and prepping for 1st payroll while waiting on timesheets, begin payroll entries  Lieu Time - Dec. 27th (7 hrs) - looking into employee pension and benefits adjustments required due to errors made or information omitted prior to Sept. 2023, employee payable entries for Joanne and prepping for 1st payroll while waiting for timesheets - Dec. 31st - (4.5 hrs) - finish entering timesheets and payroll adjustments for current pay period, prepare and deliver payroll package for Josh to review	11.50
<b>Total</b>	<b>11.50</b>

Deducted	
2024-01-08 - 2024-01-08 / Lieu Time Dr.'s Appt. - 9am-11am	2.00
<b>Total</b>	<b>2.00</b>

<b>Total</b>	<b>70.00</b>
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Notes
Appt. Jan 8th - 2 hrs (used lieu time)

Authorized Signature

