

Nishnawbe-Aski Legal Services Corporation

**Attention: Accounts Payable** 

678 City Road

Fort William First Nation, ON P7J 1K3 Tel: (807) 622-1413 Fax: (807) 622-3024

## **Employee Timesheets**

006323

Requested By	Date
Wilma Carpenter	2024-04-18

Pay Period	Start Date	End Date
2024-04-06 / 2024-04-19	2024-04-06	2024-04-19

Hours															
Description		Sat		Sun		Mon		Tues		Wed	1	Γhurs		Fri	Subtotal
Week 1	202	2024-04-06		2024-04-07		2024-04-08		2024-04-09		2024-04-10		2024-04-11		24-04-12	24.00
								7.00		7.00		3.00		7.00	24.00
Week 2	202	2024-04-13		2024-04-14		2024-04-15		2024-04-16		2024-04-17		2024-04-18		24-04-19	
						4.00				7.00		7.00		7.00	25.00
Total	•		•		•		•		•		•		•		49.00

Accumulated	
2024-04-11 - 2024-04-11 / Lieu Time This overtime was actually for Tuesday, April 2, 2024 At time it was advised not to enter into HRIS until it was updated into the new fiscal year.	2.00
2024-04-11 - 2024-04-11 / Lieu Time This is actually for Saturday, April 6, 2024 travel day from Vancouver, stop over in Toronto then to Thunder Bay Getting into Thunder Bay real late.	16.00
2024-04-11 - 2024-04-11 / Lieu Time Travel day from Thunder Bay to Sioux Lookout	5.50
2024-04-11 - 2024-04-11 / Lieu Time Monday, April 1, 2024 is a STAT day and not sure if I am able to claim overtime. I will submitted and see if this is allowed or not. Had to travel on a STAT Day, this is my travel day Sioux Lookout to Thunder Bay At the time wasn't able to enter into HRIS	5.50
Total	29.00

Deducted	
2024-04-12 - 2024-04-12 / Lieu Time This is leave for April 8, 2024. Took this day off and used overtime. At the time wasn't able to enter into HRIS and got verbal approval from Alana Odawa - Lindstone, VWL Manager	7.00
2024-04-12 - 2024-04-12 / Lieu Time Wasn't able to submit this leave yesterday as I need my OT accumulated approved. Which is why its being done today. Using up my overtime	4.00
2024-04-15 - 2024-04-16 / Lieu Time Have out of town appointments for my children to attend to. As they have no means for transportation.	10.00

April 15 - off in the afternoon and full day of April 16.	
Total	21.00
Total	70.00

## Notes

Had to do overtime hours as previous pay period ended and was year end update. So accumulated overtime:

#6435 for April 1 accu. 05.5 hours

#6434 for April 2 accu. 02.0 hours

#6433 for April 6 accu, 16.0 hours

#6434 for April 7 accu. 05.5 hours

Used some days to take time off:

#6450 for April 8 used 07.0 hours

#3451 for April 11 used 04.0 hours

#6452 for April 15 used 3 hours and April 16 used 7 hours for a total of 10 hours

## **Authorized Signature**

Alana Odawa - Lindstone