

# Memo

**To:** Natalie Levy-Dawes – Financial Controller  
**From:** Nicollette Grant  
**cc:** Romaine Wheeler  
**Date:** November 1, 2022  
**Re:** Subsistence – Kenrick Gordon – October 2022


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Due to shortage of K-9 drivers, Mr. Gordon was given additional responsibility on his day off to assist with canine dispatch both mornings and evenings. As such, he is to be paid an additional \$1500 on those specific days only.

October 1 - Saturday  
October 2 – Sunday  
October 3 - Monday  
October 4 - Tuesday  
October 5 – Wednesday  
October 6 – Thursday  
October 7 – Friday  
October 8 – Saturday  
October 9 – Sunday  
October 10 – Monday  
October 11 – Tuesday  
October 12 – Wednesday  
October 13 - Thursday

October 14 - Friday  
October 15 - Saturday  
October 16 - Sunday  
October 17 - Monday  
October 18 - Tuesday  
October 19 - Wednesday  
October 20 - Thursday  
October 21 – Friday  
October 22 – Saturday  
October 23 – Sunday  
October 28 – Friday  
October 29 – Saturday  
October 30 - Sunday

He is to be paid a total of **Forty Thousand Five Hundred Dollars (\$40,500.00)**.

  
.....  
Francis Amair (Mr.) (For)  
**General Manager**



# GUARDSMAN GROUP LIMITED

## TIME SHEET

FORTNIGHT ENDING \_\_\_\_\_

WEEKLY ENDING \_\_\_\_\_

MONTHLY ENDING \_\_\_\_\_

REGULAR RATE	
OT RATE	

Name of Employee: Kennick Cwinton

Y-T-D Leave/Sick.....

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY						
2	TUESDAY						
3	WEDNESDAY						
4	THURSDAY						
5	FRIDAY						
6	SATURDAY	Oct. 1, 2022					
7	SUNDAY	Oct. 2, 2022				K-9	<i>[Signature]</i>
8	MONDAY	Oct. 3, 2022				K-9	<i>[Signature]</i>
9	TUESDAY	Oct. 4, 2022				K-9	<i>[Signature]</i>
10	WEDNESDAY	Oct. 5, 2022				K-9	<i>[Signature]</i>
11	THURSDAY	Oct. 6, 2022				K-9	<i>[Signature]</i>
12	FRIDAY	Oct. 7, 2022				K-9	<i>[Signature]</i>
13	SATURDAY	Oct. 8, 2022				K-9	<i>[Signature]</i>
14	SUNDAY	Oct. 9, 2022				K-9	<i>[Signature]</i>

DAYS WORKED		RATE	AMOUNT \$
LOAN DEDUCTIONS			
TOTAL			

Prepared by: *[Signature]*

Approved by: *[Signature]*

Checked by: Alexia Davis



# GUARDSMAN GROUP LIMITED

## TIME SHEET

FORTNIGHT ENDING \_\_\_\_\_

WEEKLY ENDING \_\_\_\_\_

MONTHLY ENDING \_\_\_\_\_

REGULAR RATE	
OT RATE	

Name of Employee: Kerrick Gordon

Y-T-D Leave/Sick.....

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY	Oct. 10, 2022					
2	TUESDAY	Oct. 11, 2022				K-9	<i>[Signature]</i>
3	WEDNESDAY	Oct. 12, 2022				K-9	<i>[Signature]</i>
4	THURSDAY	Oct. 13, 2022				K-9	<i>[Signature]</i>
5	FRIDAY	Oct. 14, 2022				K-9	<i>[Signature]</i>
6	SATURDAY	Oct. 15, 2022				K-9	<i>[Signature]</i>
7	SUNDAY	Oct. 16, 2022				K-9	<i>[Signature]</i>
8	MONDAY	Oct. 17, 2022				K-9	<i>[Signature]</i>
9	TUESDAY	Oct. 18, 2022				K-9	<i>[Signature]</i>
10	WEDNESDAY	Oct. 19, 2022				K-9	<i>[Signature]</i>
11	THURSDAY	Oct. 20, 2022				K-9	<i>[Signature]</i>
12	FRIDAY	Oct. 21, 2022				K-9	<i>[Signature]</i>
13	SATURDAY	Oct. 22, 2022				K-9	<i>[Signature]</i>
14	SUNDAY	Oct. 23, 2022				K-9	<i>[Signature]</i>

DAYS WORKED		RATE		AMOUNT \$
LOAN DEDUCTIONS				
TOTAL				

Prepared by: *[Signature]*

Approved by: *[Signature]*

Checked by: Alexia Davis



GUARDSMAN GROUP LIMITED  
TIME SHEET

FORTNIGHT ENDING \_\_\_\_\_

WEEKLY ENDING \_\_\_\_\_

MONTHLY ENDING \_\_\_\_\_

REGULAR RATE	
OT RATE	

Name of Employee: Kerrick Gordon

Y-T-D Leave/Sick.....

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY	Oct. 24, 2022				K-9	<i>[Signature]</i>
2	TUESDAY						
3	WEDNESDAY						
4	THURSDAY						
5	FRIDAY	Oct. 28, 2022					
6	SATURDAY	Oct. 29, 2022				K-9	<i>[Signature]</i>
7	SUNDAY	Oct. 30, 2022				K-9	<i>[Signature]</i>
8	MONDAY					K-9	<i>[Signature]</i>
9	TUESDAY						
10	WEDNESDAY						
11	THURSDAY						
12	FRIDAY						
13	SATURDAY						
14	SUNDAY						

DAYS WORKED		RATE		AMOUNT \$
LOAN DEDUCTIONS				
TOTAL				

Prepared by: *[Signature]*

Approved by: *[Signature]*

Checked by: Mexia Davis