



INTER-OFFICE MEMORANDUM

Mrs. **Natalie Levy-Dawes, Financial Controller, Finance-Shared Services**

From: **Ms. Tracy-Ann July, Administrative Manager**

Date: **November 09, 2022**

Re: **Casual Workers**

Handwritten in blue ink:
09.11.2022

Kindly prepare cheque in the amount of \$35,000.00 to Shanna Nelson temporary stores clerk for the period of October 31 - November 11, 2022.

Please see time sheet attached.



GUARDSMAN GROUP LIMITED

TIME SHEET

FORTNIGHT ENDING 11/11/2022

WEEKLY ENDING: _____

MONTHLY ENDING: _____

Name of Employee: Shanna Nelson

	DAY	DATE	TIME IN	TIME OUT	HOURS WORKED	LOCATION	SIGNATURE
1	MONDAY	31	8:30	4:30	8	SOS GM	S. Nelson
2	TUESDAY	1	8:30	4:30	8	SOS GM	S. Nelson
3	WEDNESDAY	2	8:30	4:30	8	SOS GM	S. Nelson
4	THURSDAY	3	8:30	4:30	8	SOS GM	S. Nelson
5	FRIDAY	4	8:30	4:30	8	SOS GM	S. Nelson
6	SATURDAY						
7	SUNDAY						
8	MONDAY	7	8:30	4:45	8	SOS GM	S. Nelson
9	TUESDAY	8	8:30	4:30	8	SOS GM	S. Nelson
10	WEDNESDAY	9	8:30	4:53	8	SOS GM	S. Nelson
11	THURSDAY	10	8:30	4:30	8	SOS GM	S. Nelson
12	FRIDAY	11	8:30	4:30	8	SOS GM	S. Nelson
13	SATURDAY						
14	SUNDAY						

	RATE	AMOUNT \$
DAYS WORKED		
LOAN DEDUCTIONS		
TOTAL		

PREPARED BY: S. Nelson

APPROVED BY: [Signature]

CHECKED BY: _____