

Weekly Calendar

Shannon S.

Mileage:

Date	4/20/2026	4/21/2026	4/22/2026	4/23/2026	4/24/2026	4/25/2026	4/26/2026	
			Bonus Batch	Finish Terms	Transfers		53rd Key Audit	
			Trackers	Benefit Tracking New Hires	Hours and Labor Book			
	PTO	PTO	Create badge photo list	HR Transfers	Quarterly			
			Start Terms	FMLA Letter Nick Dukes	53rd Key Audit			
					AM Wage Changes in MITC and Paycor			
					HR Wage Changes in MITC and Paycor			
					Phones Tracking Review/Email			Total Weekly Hours
IN/OUT			8:15 AM 6:10 PM	9:00 AM 6:00 PM	8:45 AM 6:05 PM	8:00 AM 12:00 PM	8:00 AM 12:00 PM	
IN/OUT								
Total Work Hours	9.00	4.50	9.92	9.00	9.33		4.00	45.75