

Weekly Calendar

Shannon S.

Mileage:

Date	7/17/2023	7/18/2023	7/19/2023	7/20/2023	7/21/2023	7/22/2023	7/23/2023	
	Mis-Punches/Create Timecards/Emails	Process Payroll Submissions	Covered Front Desk AM	Finished Orientation Packet	Manager Phone Tracking 1.00			
	Wage Changes	PTO Report/Email	CSO/W-2/Direct Deposits	Hours and Labor Book	Phone Tracking Email 1.00			
	New Hire Checklists	Wage Audit	GPS Audit Katrena Hunter .50	Started Manager Phone Tracking	New Hire Checklists			
	Orientation Hours	Timesheet Report	OT Report/Leadership Reports		Mis Punches			
		Bonus Batch/Email	Hours and Labor Book		Switch LVBC DS Phone with North Trainer 1.00			
			Finish Bonus Batch/Bonus Tracker		Delivered/Picked Up Dewitt Phones .50			
								Total Weekly Hours
Total Work Hours	8:30 AM - 3:30 PM 7.00	8:30 AM - 5:30 PM 9.00	8:20 AM - 6:00 PM 9.67	8:30 AM - 5:45 PM 9.25	8:30 AM - 4:00 PM 8.00			42.92

Phones:	
Summary of what you did:	GPS Audit, Manager Phone Tracking, Coversheet. Set up LVBC Phones. Delivered Dewitt Phones.
Estimated time it took:	4