

Weekly Calendar		Shannon S.		Mileage:			
Date	8/21/2023	8/22/2023	8/23/2023	8/24/2023	8/25/2023	8/26/2023	8/27/2023
	Mispunches/Email	PTO Report/Email	Finish Bonus Batch/Emails/Tracker	Transfers	GPS Audit another LVBC Phone .50		
	Reactivate/Unlock Dewitt Phones .42	GPS Audit Christopher Neuffer 2.50	Finish Management Timesheet	Manager Phone Tracking 1.00	Cover Sheet 1.50		
	Create Timecards/Email	Wage Audit	Leadership/OT Report	Paycor Contact Updates	New Hire Checklist		
	Wage Changes/New Hire Checklist	Bonuses	Hours and Labor Book	Set up South Trainer Phone 1.00	Returned Phone Cases to UPS Store .42		
	Orientation Hours		Transfers	Fixed ESIM on Nick L. 1.00	OUT .25		
	Print/Process Payroll						
Total Work Hours	9:15 AM - 5:30 PM 8.25	8:30 AM - 5:45 9.25	8:00 AM - 3:55 7.92	8:30 AM - 5:30 PM 9.00	8:30 PM - 5:30 PM 8.75		43.17

Phones:	
Summary of what you did:	Reactivate/Unlock Dewitt Phones,GPS Audit Christopher Neuffer, Manager Phone Tracking, Set up South Trainer Phone, Fixed ESIM on Nick L, Cover Sheet Email, GPS Audit another LVBC Phone, Returned Phone Cases to UPS Store
Estimated time it took:	8.34