

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
	New Hire Checklist	Finish Processing Payroll	Finish Bonus Batch/Tracker/Email	Transfers	Transferred the two Northville phones 2.00	Phone Tracking 1.50	
	Create Timecards	PTO Report	Management Timesheet/Leadership/OT Report	Incoming Calls Document	Finished Transfers	Coversheet 1.00	
	Print/Process Payroll	Transfers	Hours and Labor		Out 2:05 PM - 3:15 PM 1.17	Worked on front desk guides	
	Supervisor Discussion Report	Interviews with HR for front desk position	Addresses on CSO's				
			Branch Access Issues Honesty Hamilton and Michael Burgess				
			2nd Interview with Linda				
Total Work Hours	8:30 AM - 6:00 PM 9.50	8:25 AM - 6:30 PM 10.08	8:45 AM - 6:40 9.92	8:45 AM - 6:15 9.50	8:45 AM - 6:30 8.58	4:30 PM - 7:45 PM 3.25	50.83

Phones:	
Estimated time it took:	4.5