

Weekly Calendar

Shannon S.

Mileage:

Date	4/8/2024	4/9/2024	4/10/2024	4/11/2024	4/12/2024	4/13/2024	4/14/2024	
	Created Timecards	Set up Xanders new iphone .50 minutes	Finished Bonus Batch/Bonus Email/Tracker		Set up new phone for Debra Van Den Berg .50		Started New Hire Checklist	
	New Hire Checklist	PTO Report	Management Timesheet/OT Report/Leadership Report		Covered Front Desk 12 PM - 1 PM			
	Supervisor Discussion Report	Bonus Batch	GPS Audit .50 minutes					
	Print/Process Payroll	Covered Front Desk 1:50 PM - 3:30 PM	Transfers					
	Created call log process		Covered Front Desk 1:00 PM - 3:00 PM	.50 PTO	.50 PTO			
								Total Weekly Hours
Total Work Hours	8:45 AM - 6:05 PM 9.33	8:30 AM - 5:55 PM 9.42	8:30 AM - 6:00 PM 9.50	8:30 AM - 12:30 PM 4.00	10:00 AM - 2:30 PM 4.50		9:30 PM - 10:30 PM 1.00	46.75