

# Weekly Calendar

Shannon S.

Mileage:

Date	4/15/2024	4/16/2024	4/17/2024	4/18/2024	4/19/2024	4/20/2024	4/21/2024	
	New Hire Checklist		Went through emails from vacation	Hours and Labor Book	Finished Transfers		New Hire Checklists	
			Management Timesheet Report/OT Report/Leadership	Bonus Tracker	Manager Phone Tracking/Cover Sheet			
			Finished Bonus Batch/Email	CSO/DD/W-4's	GPS Audit			
				Transfers	New Hire Checklist			
				Finished renewing license for Manage Engine	Verified Pending Branch Enrollment			
	<b>PTO</b>	<b>PTO</b>	Covered Front Desk 1:00 - 3:00	Covered Front Desk 10:00 AM - 3:00 PM	Covered Front Desk 1:00 PM - 5:30 PM			<b>Total Weekly Hours</b>
<b>Total Work Hours</b>	9:20 AM - 11:15 AM 1.92 10.92	9.00	8:45 AM - 6:05 PM 9.33	8:30 AM - 5:30 PM 9.00	9:30 AM - 5:30 PM 8.00		8:30 PM - 10:30 PM 2.00	<b>48.25</b>