

# Weekly Calendar

Shannon S.

Mileage:

Date	4/22/2024	4/23/2024	4/24/2024	4/25/2024	4/26/2024	4/27/2024	4/28/2024	
	Finish New Hire Checklist	Finished Processing Payroll	Bonus Tracker	Dispatch Report	Dispatch Report			
	Print/Process Payroll	PTO Report	Management Timesheet/OT/Leadership Report	MISDU	MISDU			
	Create Time Cards	Bonus Batch/Email	Transfers	Checks/Checkstubs	Transfers			
	Covered Front Desk 1:00 PM - 3:00 PM	CSO/DD/W-4	Verfied Pending New Hires Pending in Branch					
	Supervisor Discussion Report	Covered Front Desk 1-3	Covered Front Desk All Day	Covered front desk and Trained Quay	Covered Front Desk			
	Started PTO Report		Dispatch report					
<b>Total Work Hours</b>	<b>8:45 AM - 5:30 PM 8.75</b>	<b>9:00 AM - 5:20 PM 8.33</b>	<b>8:30 AM - 5:30 PM 9.00</b>	<b>7:45 AM - 6:00 PM 10.25</b>	<b>8:05 AM - 5:30 9.42</b>			<b>Total Weekly Hours</b> <b>45.75</b>