

# Weekly Calendar

Shannon S.

Mileage:

Date	5/6/2024	5/7/2024	5/8/2024	5/9/2024	5/10/2024	5/11/2024	5/12/2024	
	Dispatch Report	Create GR Trainer Phone	OT Report/Weekly Timesheet/Leadership					
	New Hire Checklist	PTO Report	Hours and Labor Book					
	Print Process Payroll	Started Wage Audit	Bonus Batch/Email/Tracker					
	Covered front desk		Covered front desk 8:30 - 3:00 PM					
	Supervisor Discussion Report/coversheet							
								Total Weekly Hours
<b>Total Work Hours</b>	<b>8:30 AM - 5:30 PM 9.00</b>	<b>8:30 AM - 5:30 PM 9.00</b>	<b>8:30 AM - 5:30 PM 9.00</b>	<b>PTO 9.00</b>	<b>PTO 9.00</b>			<b>45.00</b>