

Weekly Calendar Shannon S. Mileage:

Date	4/10/2023	4/11/2023	4/12/2023	4/13/2023	4/14/2023	4/15/2023	4/16/2023	
	Mis Punches/Email	PTO Report	Management Timesheet/Leadership Report		MISDU			
	Print Enter New Hire Checklist	Paycor Bonus Batch	Bonus Tracker/Bonus Email	OUT SICK!	Transfers			
	Orientation Hours	CSO/DD/W-4/Contact Updates	OT Report		Mailed Check Stubs			
	Print/Process Payroll	GPS Audit Mary Dolezal 2.00	My Chap App Install/App updates .33		Phone Cover Sheet 1.00			
	PTO Report		Active's Not Working		New Hire Checklist			
			Manager Phone Tracking 2.00					
			Transfers					
Total Work Hours	7:45 AM - 6:15 PM 10.50	7:45 AM - 6:25 10.58	8:00 AM - 6:00 PM 10.00	SICK PTO Day 10.00	8:10 AM - 5:35 PM 9.42			50.5

Phones:	
Summary of what you did:	GPS Audit. Phone Tracking. App updates
Estimated time it took:	5.33