

Weekly Calendar

Shannon S.

Mileage:

Date	03/27/2023	3/28/2023	3/29/2023	3/30/2023	3/31/2023	4/1/2023	4/2/2023	
	Mis Punches/Emails	PTO Report	Finish Bonus Batch/ Bonus Tracker	RDO Coversheet .75	New Hire Checklists			
	Orientation Hours	CSO/W-2/DD	Sent notifications of Terms for current CSO's	MISDU	Wage Changes			
	New Hire Checklist	GPS Audit Elizabeth Titus 1.50	Finish Management Timesheet/Leadership/OT Report	Mailed Checks/Checkstubs	Mis punches/Email			
	Print/Process Payroll	Sent notifications of Terms for current CSO's	Transfers	QR Codes	QR Codes			
	CSO's	Management Timesheet Report	QR Codes		March Verizon Bill/Overages .75			
		QR Codes	Manager Phone 1.00					
			Bonus/PTO Emails					Total Weekly Hours
Total Work Hours	8:15 - 6:15 10.00	8:00 - 6:25 10.42	8:15 - 6:00 9.75	8:30 - 6:15 9.75	7:50 - 6:10 10.33			50.25

Phones:	
Summary of what you did:	GPS Audit Elizabeth Titus. Manager Tracking/Coversheet Verizon Bill
Estimated time it took:	4