

Weekly Calendar

Shannon S.

Mileage:

Date	4/17/2023	4/18/2023	4/19/2023	4/20/2023	4/21/2023	4/22/2023	4/23/2023	
	Mis punches/Email	PTO Report/Email	Management Timesheet/Leadership/OT Report	Finished Pulling Invoices	RDO COVER SHEET			
	New Hire Checklists	Phones (worked on unlocking Nimba's iPhone) .50	Transfers	Manager Tracking 1.00	GPS Audit Johnny Jackson 2.50			
	Orientation Hours	CSO/W-2/DD	Pulled invoices	Hours and Labor Book	New Hire Checklists			
	Print/Process Payroll	Set up Brenda Simmons appointment for a Battery replacement and ordered her a new phone case .75		Get Nimba's old phone ready .50	Mis punches			
	PTO Report	Set up Northville DDS phone and Ami Tab 2.0		Quarterly Conversation				
	Employee Verifications	Employment Verifications						
	CSO's	Bonus Batch/Email/Bonus Tracker						
Total Work Hours	8:30 AM - 6:15 PM 9.75	8:00 AM - 6:10 10.17	8:15 AM - 6:05 PM 9.83	8:00 AM - 5:30 PM 9.50	8:10 - 5:05 8.92			48.17

Phones:	
Summary of what you did:	Worked on unlocking Nimba phone. Set up appointment for Brenda Simmons battery swap. Set up Northville DDS phone and Ami Tab. Manager tracking and cover sheet. GPS audit Johnny Jackson.
Estimated time it took:	7.25