

# Weekly Calendar

Shannon S.

Mileage:

Date	4/3/2023	4/4/2023	4/5/2023	4/6/2023	4/7/2023	4/8/2023	4/9/2023
	Mis punches/Email	PTO Report/Email	Finish OT Report				
	ACH Returns	Fixed School Tracker	Manager Tracking .50				
	Orientation Hours	Bonus Batch/Email	RDO Coversheet .42				
	New Hire Checklists	GPS Audit Lisa Clear 1.25	Wage Audit				
	Print/Process Payroll	Out .25	Transfers				
	PTO Report	Management Timesheet/Leadership/OT Report	DD/CSO/W-4/Contact Updates				
		Manager Tracking .50	Finish Bonus Batch/Bonus Tracker				
			Hours and Labor Book				
<b>Total Work Hours</b>	8:20 - 6:15 9.92	8:00 - 6:20 10.08	7:45 - 6:00 10.25	PTO DAY 10.00	PTO DAY 10.00		<b>50.25</b>



Phones:	
<b>Summary of what you did:</b>	GPS Audit, Manager Tracking/Coversheet.
<b>Estimated time it took:</b>	2.67