

Weekly Calendar

Shannon S.

Mileage:

Date	4/24/2023	4/25/2023	4/26/2023	4/27/2023	4/28/2023	4/29/2023	4/30/2023	
	Mis punches/Email/Created Timecards	PTO Report/Email	Timesheet/Leadership/OT Reports	Hours and Labor	RDO Cover Sheet 1.00			
	Set up and intergrated APM 2.00	W-2, DD and W-4's	Wage Audit	MISDU/Check stubs	Mis punches			
	Orientation Hours	GPS Audit Joseph Maynard 1.00	Bonuses/Tracker	Active Not Working/Emails	New Hire Checklist			
	New Hire Checklists	City Income Tax Audit	1.00 Out	Air Table	Wage Changes			
	Print Process Payroll	Set up Apple MDM, Profiles and APN Certificate for ABM 2.50	Transfers		Air Table			
	PTO Report	Bonuses	Chatted with Manage Engine for Staci's phone 1.00					
								Total Weekly Hours
Total Work Hours	8:20:00 AM - 6:10 PM 9.83	8:10 AM - 6:10 10.00	8:00 AM - 6:10 9.17	8:20 AM - 5:15 8.92	8:00:00 AM - 5:00 PM 9.00			46.92

Phones:	
Summary of what you did:	Set up and intergrated APM GPS Audit Joseph Maynard, Set up Apple MDM, Profiles and APN Certificate for ABM, RDO Cover Sheet. Manager Tracking
Estimated time it took:	6.5