

# Weekly Calendar

Shannon S.

Mileage:

Date	5/8/2023	5/9/2023	5/10/2023	5/11/2023	5/12/2023	5/13/2023	5/14/2023
	Mis punches/Email	PTO Report/Email	Mgmt Timesheet/OT Report/Leadership	GPS Audit Tanesha Rodriguez .75	RDO Coversheet .50		
	Orientation Hours	Bonus Batch/Email	Monthly Bonus Tracker	Hours and Labor Book	New Hire Checklist		
	New Hire Checklists	Finished processing payroll	GPS Audit Fransisco Santiago 2.0	Manager Phone Tracking 1.00	Mis Punches		
	Print/Process Payroll	Set up Byron DS 2 Phone	Bonus Batch	MISDU/Mailed Checks	Wage Changes		
	PTO Report	Direct Deposit/CSQ/W-4/Contact Updates	Transfers	OUT .50			
		Management Timesheet					
<b>Total Work Hours</b>	8:15 AM - 6:20 PM 10.08	8:20 AM - 5:30 PM 9.17	8:10 AM - 6:10 PM 10.00	8:10 AM - 5:40 PM 9.00	8:30 AM - 5:40 PM 9.17		
							<b>Total Weekly Hours</b> 47.42

Phones:	
<b>Summary of what you did:</b>	GPS Audit Fransisco Santiago, Manager Phone Tracking, RDO Coversheet, GPS Audit Tanesha Rodriguez
Estimated time it took:	4.25