

Weekly Calendar

Shannon S.

Mileage:

Date	5/15/2023	5/16/2023	5/17/2023	5/18/2023	5/19/2023	5/20/2023	5/21/2023
	Mispunches/Email	Print/Process Payroll Submissions	PTO Report	Transfers	Wage Audit		
	New Hire Checklists	PTO Report	Bonuses	PTO Emails	Phone Cover Sheet 1.00		
	Orientation Hours		Monthly Bonus Tracker	Bonus Email	New Hire Checklist		
	Set up Central Manager Phone and switched Joe Meekhofs phone 1.50		OUT 4.17	Manager Phone Tracking 1.00	Mis punches		
	Out 1.00		Timesheet/Leadership/OT Report	Hours and Labor Book	GPS Audit Robert Matt 1.00		
Total Work Hours	8:40 AM - 6:00 PM 8.20	8:30 AM - 1:00 PM 4.50	8:30 AM - 6.10 5.50	8:30 AM - 3:00 PM 6.50	9:00 AM - 6:00 PM 9.00		
							Total Weekly Hours
							33.70 + 1.5 PTO= 47.20

Phones:	
Summary of what you did:	Set up Central Manager Phone and switched Joe Meekhofs phone. GPS Audit Robert Matt. Phone tracking and cover sheet.
Estimated time it took:	4.5