


# Weekly Calendar

Shannon S.

Mileage:

Date	5/22/2023	5/23/2023	5/24/2023	5/25/2023	5/26/2023	5/27/2023	5/28/2023	
	Mispunches/Email	PTO Report/Email		Contact Updates	Manager Phone Tracking 1.00			
	New Hire Checklists/Orientation Hours	Active Not Working		State of the Company	New Hire Checklist			
	Create Timecards/Email	GPS Audit Karin Morse 1.00		Mailed Checks/Check Stubs	RDO Coversheet 1.00			
	<b>OUT .33</b>	Bonuses/Bonus Email/Tracker		MISDU	Wage Changes			
	Print Process Payroll	Management Timesheet/OT Report/Leadership Reports						
	PTO Report	Set Up GRPS phones 1.50						
	DD/Child Support/Contact Updates							
<b>Total Work Hours</b>	8:00 AM - 6:00 PM 9.67	8:15 AM - 5:30 9.25	PTO Day 9.00	8:30 AM - 5:55 PM 9.42	8:45 AM - 5:00 PM 8.25			<b>45.59</b>

Phones:	
<b>Summary of what you did:</b>	GPS Audit Karin Morse, Set Up GRPS phones, Phone tracking and cover sheet.
Estimated time it took:	4.5