

# Weekly Calendar

Shannon S.

Mileage:

Date	5/1/2023	5/2/2023	5/3/2023	5/4/2023	5/5/2023	5/6/2023	5/7/2023	
	Mis punches/Email/Created Timecards	Finished Processing Payroll	Bonus Batch/Email	Transfers	Wage Audit			
	Orientation Hours	PTO Report	PTO Email	CC Breakdown April	Manager Tracking 1.00			
	New Hire Checklists	Management Timesheet	Management Timesheet/Leadership/OT Report	Researched hotspot upgrage .50	RDO Cover Sheet 1.00			
	Getting passcode off locked phones 1.00	Set up Central manager phone 1.25	Transfers	GPS Audit for Shannon K. 1.00	New Hire Checklists			
	Added MDM to Staci Chambers phone .50			Researched The Work Number and sent info to Terry/Ben	Mis Punches			
	Began Processing Payroll			Hours and Labor Book				
								<b>Total Weekly Hours</b>
<b>Total Work Hours</b>	8:00 AM - 6:20 PM 10.33	8:00 AM -6:15 10.25	8:10 AM - 6:10 10.00	8:15 AM - 3:45 PM 7.50	8:10 - 5:00 8.50			<b>46.58</b>

Phones:	
<b>Summary of what you did:</b>	Getting passcode off locked phones 1.00 Set up Central manager phone 1.25 Researched hotspot upgrage .50 GPS Audit for Shannon K. Manager Tracking 1.00 RDO Cover Sheet 1.00
<b>Estimated time it took:</b>	<b>6.25</b>