

Weekly Calendar

Shannon S.

Mileage:

Date	6/5/2023	6/6/2023	6/7/2023	6/8/2023	6/9/2023	6/10/2023	6/11/2023
	Mis punches/Email	Process Payroll Submission	Bonuses/Email/Tracker	Manager Tracking 2.00	Phone Tracking Cover Sheet 2.50		
	New Hire Checklist	PTO Report	Lisa Clear Knox instruction email .42	Mail Check/Check Stubs	New Hire Checklists		
	Orientation Hours		Timesheet/Leadership/OT Reports	MISDU	Wage Changes		
	Print/Process Payroll Submissions		Transfers	Closed Calendar	Mis Punches		
	PTO Report		GPS Audit Amy Jo Gulch 2.50		Closed Calendar		
			CSO/Direct Deposits/W-4		Out .33		
			PTO Email				
Total Work Hours	8:20 AM - 6:15 PM 9.92	8:20 AM - 6:00 PM 9.67	8:30 AM - 5:30 9.00	8:00 AM - 5:00 PM 9.00	8:30 AM - 5:30 PM 8.67		
							Total Weekly Hours 46.26

Phones:	
Summary of what you did:	Lisa Clear Knox instruction email .42 GPS Audit Amy Jo Gulch 2.50 Manager Tracking 2.00 Phone Tracking Cover Sheet 2.50
Estimated time it took:	7.42