

Weekly Calendar

Shannon S.

Mileage:

Date	6/12/2023	6/13/2023	6/14/2023	6/15/2023	6/16/2023	6/17/2023	6/18/2023	
	Mispunches/Email	Finish Processing TC Edits	Finished Bonus Batch/Tracker/Email	Hours and Labor Book	Phone Tracking Email 2.00			
	New Hire Checklist/Orientation Hours	PTO Report	Leadership/OT Report	Manager Tracking	GPS Audit 1.00			
	Create Timecard/Email	OUT .83	Transfers	Wage Audit	Mis Punches			
	Print/Process Payroll Edits	Helping Judy Ellis with Hastings HS phone .75	PTO Emails	OUT .25	Covered Front Desk 8:45 AM - 11:00 AM			
	PTO Report	Timesheet Report	Town Hall	Audited Suspended/Phones not in use 2.00				
		CSO/Direct Deposits/Child Support	Hasting HS Phone Screen Lock 1.00	Set up Phone savings tracker .50				
								Total Weekly Hours
Total Work Hours	8:30 AM - 5:40 PM 9.17	8:30 AM - 6:05 PM 8.75	8:30 AM - 5:40 PM 9.17	8:30 AM - 6:20 AM 9.58	8:25 AM - 5:10 PM 8.75			45.42

Phones:	
Summary of what you did:	Phone Tracking, GPS Audit, Phone savings tracker, Audit suspended phone lines, Help Judy with and fixed Hasting HS phone screen lock.
Estimated time it took:	7.25