


Weekly Calendar

Shannon S.

Mileage:

Date	5/29/2023	5/30/2023	5/31/2023	6/1/2023	6/2/2023	6/3/2023	6/4/2023	
		Office Timecards/Email	Bonus Batch/Email/Tracker	Transfers	New Hire Checklist			
		Orientation Hours	PTO Report/Email	Manager Phone Tracking 1.00	Phone List Update 1.50			
		New Hire Checklist	Phones GRPS/Byron. Joseph Maynard new phone. Ty Ordway Phone battery appt. 2.50	Hours and Labor Book	Wage Audit			
		Paycor Bonus Batch	OT/Leadership/Timesheet Reports	GPS Audit 1.00	Mis Punch Email			
		PTO Report	Transfers	Set up Emails GRPS/Byron Center Phones 1.00	New Hire Checklist MITC access			
				CSO/DD/W-4	OUT 1.68			
Total Work Hours	Holiday 9.00	8:30 AM - 5:30 PM 9.00	7:50 AM - 5:50 PM 10.00	8:00 AM - 6:00 8.32	7:45 AM - 5:35 PM 9.83			Total Weekly Hours 46.15

Phones:	
Summary of what you did:	Phones GRPS/Byron. Joseph Maynard new phone. Ty Ordway Phone battery appt. Manager Phone Tracking GPS Audit. Phone List Update
Estimated time it took:	7