

Weekly Calendar

Shannon S.

Mileage:

Date	11/20/2023	11/21/2023	11/22/2023	11/23/2023	11/24/2023	11/25/2023	11/26/2023	
	New Hire Checklists	PTO Report/Email	Bonus Batch/Tracker		Mailed Checks/Stub			
	Print/Process Payroll	Bonus Batch/Email	Management Timesheet/OT/Leadership Reports		MISDU			
	Orientation Hours	DD/Contact/W-4	Trackers		Mispunches			
	Print/Process Payroll	Taught Kaitlyn Pins	Hours and Labor Book		Manager Tracking/Cover Sheet 1.25			
	PTO Report				Transfers			
					GPS Audit .25			
					New Hire Checklists			Total Weekly Hours
Total Work Hours	8:30 AM - 5:30 9.00	8:45 AM - 5:45 PM 9.00	8:45 AM - 6:00 AM 9.25	HOLIDAY 9.00	8:45 AM - 5:45 9.00			45.25

Phones:	
Summary of what you did:	GPS Audit, Manager tracking,Cover sheet
Estimated time it took:	1.5