

Weekly Calendar

Shannon S.

Mileage:

Date	12/4/2023	12/5/2023	12/6/2023	12/7/2023	12/8/2023	12/9/2023	12/10/2023	
	Mispunches/Create Time Cards	Process Payroll submissions	Jodi's Phone 1.50	Transfers	Term Address Updates			
	New Hire Checklist	PTO Report	CSO/DD/Contact Updates	Mail Check/Check Stubs	New Hire Checklist			
	Orientation Hours	Phone number changes from contact information	Bonus Batch/Email/tracker	MISDU	Manager Phone Tacking Email 1.50			
	Create Okemos DS phone .50	Jodi's Phone 1.50	Management Timesheet/Leadership/OT Report	Take Staci's phone to get fixed 1.00	Coversheet 1.00			
	Print Payroll Submissions		Hours and Labor Book	PTO Emails	Mispunches			
			Transfers	Term address updates	GPS Audit Shardaee Wormley 1.00			
								Total Weekly Hours
Total Work Hours	8:30 AM - 5:50 PM 9.08	8:45 AM - 7:00 PM 10.25	8:30 AM - 5:35 PM 9.08	8:30 AM - 6:00 PM 9.50	8:30 AM - 6:00 PM 9.50			47.41

Phones:	
Summary of what you did:	Manager Phone Tracking email, Cover sheet, GPS Tracking, Exchanged Staci's battery Switched out Jodi's phone. Created Okemos DS phone.
Estimated time it took:	8