

Weekly Calendar

Shannon S.

Mileage:

Date	7/17/2023	7/18/2023	7/19/2023	7/20/2023	7/21/2023	7/22/2023	7/23/2023	
	Update Addresses	Update Addresses	Update Addresses	Transfers	Mispunches			
	New Hire Checklist	Set Up Kenneth Overby Phone .50	Bonus Batch/Email/Tracker	Mailed off keys for Brandy at the Post Office				
	Wage Changes	Finish Processing Payroll	Management Timesheet/Leadership/OT Report	GPS Audit .50	Christmas Party			
	Orientation Hours	PTO Report	Hours and Labor Book					
	Print/Process Payroll	Bonus Batch	Transfers					
		OUT .33	Printed Trackers					
			Set up North Branch phone and Comstock Park DS Phone 1.00					Total Weekly Hours
Total Work Hours	8:20 AM - 6:00 PM 9.67	8:30 AM - 5:00 PM 8.17	8:30 AM - 6:00 PM 9.50	8:30 AM - 5:45 PM 9.25	8:30 AM - 5:30 PM 9.00			45.26

Phones:	
Summary of what you did:	Set up North Branch phone and Comstock Park DS Phone, GPS Audit, Set up Kenneth Overby phone
Estimated time it took:	2.00