

# Weekly Calendar

Shannon S.

Mileage:

Date	12/18/2023	12/19/2023	12/20/2023	12/21/2023	12/22/2023	12/23/2023	12/24/2023
	Mispunches	Covered Front Desk 8:15 AM - 9:30 AM	Direct Deposits/Address Changes/Contact Updates	MISDU	New Hire Checklist		
	Create Time Cards	Finished Processing Payroll	Management Timesheet/Leadership/OT Reports	GPS Audit Derrek Fisher 2.50	Manager Phone Email 1.25		
	Orientation Hours	PTO Report	Hours and Labor Book	Transfers	Phone Cover Sheet 1.25		
	New Hire Checklist	Update Addresses	Transfers		Mispunches		
	Print/Process Payroll	Wage Audit			Wage Changes		
		Active not working			Mailed Check Stub		
<b>Total Work Hours</b>	8:40 AM - 6:10 PM 9.50	8:00 AM - 5:30 PM 9.50	8:15 AM - 5:50 PM 9.58	8:30 AM - 5:35 PM 9.58	9:00 AM - 5:30 PM 8.50		<b>46.66</b>

Phones:	
<b>Summary of what you did:</b>	Manager Emails, coversheet, GPS audit Derrek Fisher
Estimated time it took:	5