

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	
	Mispunches	PTO Report	Finished Processing Payroll	Wage Audit	GPS Audit .75			
	New Hire Checklists	Process Payroll	Bonus Batch/Email/Tracker	Phones/Verizon/Michael 1.00	Manager Tracking 1.00			
	Print/Process Payroll		PTO email	Hours and Labor Book	Coversheet 1.00			
	Orientation Hours		Management Timesheet/OT Report/Leadership		Mispunches			
	Print Payroll				New Hire Checklists			
	Wage Changes				Transfers			
								Total Weekly Hours
Total Work Hours	8:30 AM - 6:05 PM 9.58	8:45 AM - 6:10 PM 9.42	8:30 AM - 6:00 PM 9.50	8:30 AM - 6:00 PM 9.50	8:45 AM - 5:30 PM 8.75			46.75

Phones:	
Summary of what you did:	Phone Tracking, GPS Aidif
Estimated time it took:	3.75