

Weekly Calendar

Shannon S.

Mileage:

Date	12/25/2023	12/26/2023	12/27/2023	12/28/2023	12/29/2023	12/30/2023	12/31/2023
		New Hire Checklist	Finish Bonus Batch/Email/Tracker	Transfers	Manager Phone Tracking 1.00		
		Wage Changes	Wage Changes	Wage Audit	Coversheet 1.00		
		Print and Process Payroll	CSO/Direct Deposit/Tax Changes	Active Not Working	New Hire Checklists		
	PTO Christmas Day	Office Timecards	Management Timesheet/Leadership/OT Reports	PTO Report for Week ending 12/31/23	Mispunches		
		Orientation Hours	Hours and Labor Book	Jodi's Phone Issue 1.00			
		PTO Report	Transfers		OUT .83		
		Bonus Batch	GPS Audit Joshua Harris .17 (Kaitlyn did actual audit)				
Total Work Hours	9.00 Holiday	8:45 AM - 6:00 PM 9.25	8:45 AM - 6:15 PM 9.50	8:45 AM - 6:45 PM 10.00	8:45 AM - 5:55 9.17		46.09

Phones:	
Summary of what you did:	
Estimated time it took:	3.17