

# 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
	Taught Sydney Mispunches	Went over Dispatch report with Sydney	Paycor Bonus Batch/Tracker/Email	Transfers	New Hire Checklist	New Hire Checklist	
	Created Timecards	Processed Payroll	Showed Sydney what to do for call offs	Wage Audit	Mispunches	Set Up Dewitt DS Phone .50	
	Taught Sydney Orientation Hours	PTO Report	Print 1/5/24 Check Stubs/Sydney mailed out	Worked on Supervisor report Instructions for Kaitlyn	Out 2:00 PM - 3:30 PM 1.50	Started Setting up Pontiac WHRC Phone 1.00	
	Finished Wage Changes/New Hire Checklists		Management Timesheet/Leadership/OT Report		Manager Phone Tracking .75		
	Print/Process Payroll		CSO				
	Setup Brandy's Phone		Met With Heather about ordering supplies				
				Supply Order			
<b>Total Work Hours</b>	7:55 AM - 6:45 10.83	7:15 AM - 6:35 PM 11.33	8:30 AM - 6:05 PM 9.58	8:20 AM - 5:15 PM 8.92	8:15 AM - 6:50 PM 9.08	2:35 PM - 5:00 PM 2.42	<b>52.16</b>

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