

Weekly Calendar

Shannon S.

Mileage:

Date	1/15/2024	1/16/2024	1/17/2024	1/18/2024	1/19/2024	1/20/2024	1/21/2024
	Covered Front Desk 8:15 AM - 9:30 PM	Covered Front Desk 8:30 AM - 9:30 AM	Covered Front Desk 8:30 AM - 9:30 PM	Hours and Labor Book	Transfers		
	Mispunches/Snow Days/Dispatch/Contact One	Snow Days/Dispatch/Contact One	Snow Days/Dispatch	Bonus Tracker	Manager Phone List .50		
	Orientation Hours	Process Payroll	Management Timesheet/OT/Leadership Report	Transferred Jessica's pin to iphone All Damn Day 5.00	Coversheet 1.00		
	Print Payroll	PTO Report	Bonus Batch/Email/Tracker	MISDU	GPS Audit Chalonia Weaver Update .75		
	Supervisor Discussion Report with Kaitlyn	Taught Kaitlyn how to enter PTO into MITC and send denied email		Logged Alyssa Harrell .33	Kaitlyn showed me how to do Inspection MITC messages		
	Worked on Alyssa's Email		Worked on Jessica S. Phone .50		Byron Center HS Phone Issues .42		
Total Work Hours	8:15 AM - 6:30 PM 10.25	8:30 AM - 5:20 PM 8.83	8:30 AM - 6:30 10.00	8:20 AM - 6:30 PM 10.17	8:40 AM - 6:00 PM 9.33		48.58

Phones:	
Summary of what you did:	
Estimated time it took:	8.50