Weekly Calendar   Shannon S.   Mileage:

Date	1/22/2023	1/23/2023	1/24/2023	1/25/2023	1/26/2023	1/27/2023	1/28/2023	
	Create Time Cards	PTO Report	Finish Bonus Batch/Email/Tracker	Transfers	Transfers			
	Print Payroll	Entered PTO with Kaitlyn	Management Timesheet/Leadership/OT Report		Manager Phone List **1.00**			
	Supervisor Discussion Report	Processed Payroll	Hours and Labor Book	Worked on Admin Schedules How to docs	Coversheet **.75**			
	Wage Changes	Entered Bonuses		Quarterly Conversation	GPS Audit **.15**			
	New Hire Checklist	Covered Front Desk 4:30 PM - 6:00 PM						
								Total Weekly Hours
Total Work Hours	8:40 AM - 7:00 PM 10.33	8:20 AM - 6:25 PM 10.08	8:45 AM - 5:30 8.75	8:20 AM - 7:00 PM 10.67	8:45 AM - 6:30 PM 9.75			49.58

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