

Weekly Calendar

Shannon S.

Mileage:

Date	1/1/2024	1/2/2024	1/3/2024	1/4/2024	1/5/2024	1/6/2024	1/7/2024	
		Office Timecards	Bonus Batch/Email/Tracker	Finished hours and labor book	PTO Email	Helped paint conference room	Helped paint conference room	
		Orientation Hours	Management Timesheet/Leadership/OT Reports	Created Front Desk tentative schedule	MISDU	Wage Changes	New Hire Checklist	
		Print Process Payroll	Hours and Labor Book	GPS Audit Chalonia Weaver 1.00	Manager Phone Tracking 1.00	New Hire Checklists		
Holiday New Years Day	PTO	Transfers			Phone Tracking Cover Sheet 1.00			
		Direct Deposit/CSO			Set up Belding HS 1.00			
					New Hire Checklists			
								Total Weekly Hours
Total Work Hours	Holiday 9.00	8:40 AM - 6:35 PM 9.92	8:15 AM - 5:25 PM 9.17	8:30 AM - 6:00 PM 9.50	8:40 AM - 6:00 PM 9.33	11:45 AM - 5:20 PM 5.58	12:00 PM - 3:20 PM 3.33	55.83

Phones:	
Summary of what you did:	Tracking, Cover Sheet, GPS Audit, Set up Belding Phone
Estimated time it took:	3