

Weekly Calendar

Shannon S.

Mileage:

Date	3/18/2024	3/19/2024	3/20/2024	3/21/2024	3/22/2024	3/23/2024	3/24/2024
	Dispatch Report	Covered front desk until 3:00	Covered Front Desk all day	Covered front desk all day	Bonus Email/Bonus Tracker		
	Covered Front Desk	PTO Report	Management Timesheet/OT/Leadership Reports	Transfers	Covered front desk until 9:30 AM		
	Supervisor Discussion Report	Bonus Batch		Hours and Labor Book	Finished Transfers		
	Print Payroll	OUT 40 MIN Dr Appt			Manager Phone Emails		
		OUT 1.00			Coversheet		
Total Work Hours	6:30 AM - 7:50 AM 1.33 8:45 AM - 6:25 9.67 (11.00)	6:15 AM - 7:50 AM 1.58 9:10 AM - 6:00 PM 8.83 (10.08)	8:30 AM - 5:30 PM 9.00	8:30 AM - 6:20AM 9.83	8:00 AM - 5:40 PM 9.40		
							Total Weekly Hours 49.31