

Weekly Calendar Taneya Mileage:

Date	4.19.2021	4.20.2021	4.21.2021	4.22.2021	4.23.2021		
Non Pay Week	New Hires	Finish printing manager payroll submissions	Update Direct Deposit and child support	Transfers	Vacation		
	Wage Changes	Process Payroll	Leadership Report	Lunch Punch			
	Timecards, Office Payroll	Bonus Batch	OT Report	Front Desk			
	Start printing manager payroll submissions		Monthly Bonus Tracker				
							Total Weekly Hours
Total Work Hours	11.75	10.75	10	10.5	10		53