

Weekly Calendar Taneya Mileage:

| Date | 9.20.2021 | 9.21.2021 | 9.22.2021 | 9.23.2021 | 9.24.2021 | | |
|------------------|--|---|---|-------------|---------------------|--|--------------------|
| Non Pay Week | New Hires | Finish printing manager payroll submissions | Update Direct Deposit and child support | Transfers | wage audit | | |
| | Wage Changes | Process Payroll | Leadership Report | Lunch Punch | Finished transfers | | |
| | Timecards, Office Payroll | Bonus Batch | OT Report | | Bonus recap | | |
| | Start printing manager payroll submissions | | Monthly Bonus Tracker | | New Hire Checklists | | |
| | | | | | | | |
| | | | | | | | Total Weekly Hours |
| Total Work Hours | 11 | 10.5 | 10.5 | 8.75 | 9 | | 49.75 |