

Weekly Calendar

Shannon S.

Mileage:

Date	4/27/2026		4/28/2026		4/29/2026		4/30/2026		5/1/2026		5/2/2026		5/3/2026		Total Weekly Hours
	Finished 53 key audit (issues I had to look at the admin support phone for) /Jason's Updates		PTO Report		Bonus Batch		Co. Life Insurance Tracking/Enrolling		Benefit Tracking				Benefit Tracking		
	Created Timecards		Terms		Mileage Report		Unum Invoice Breakdown		New Hire Checklist in MITC						
	Enrolled Josiah Wilson in benefits		Uploaded Badge Photo list		Trackers		Acrisure Meeting 4:00 PM		Review Phone Audit						
	Additional Wage changes from AM				CSO's/W2's				Send Branch Recap						
	New Hire Benefit Tracking				Hours and Labor Book				Cover Front Desk 12:00 - 5:30 PM						
	New Hires in Paycor				Unum Reconciliation										
IN/OUT	8:45 AM	6:20 PM	8:45 AM	6:20 PM	9:15 AM	6:10 PM	8:45 AM	6:20 PM	8:30 AM	6:10 PM			3:00 PM	4:15 PM	
IN/OUT															
Total Work Hours	9.58		9.58		8.92		9.58		9.67		0.00		1.25		48.58