

# Punches - Punch Cards Report

From 05/02/2021 to 05/08/2021

## Jamie Bridge

44h, 44m

In	Out	Task	Length
<b>May 3, 2021</b>			<b>8h, 00m</b>
08:00 AM	09:30 AM	Δ Cash → Internal <i>Front Register #3</i> There was a definite increase in the number of customers today—probably due to our recent marketing rum.	1h, 30m
09:30 AM	09:45 AM	Δ Break	0h, 15m
09:45 AM	12:00 PM	Δ Cleaning → Internal <i>Front Lobby</i> Nothing to report.	2h, 15m
12:00 PM	12:30 PM	Δ Lunch	0h, 30m
12:30 PM	02:15 PM	Δ Cash → Internal <i>Drive-Thru Register #1</i> Speaker was very hard to hear customers today: advised swing manager.	1h, 45m
02:15 PM	02:30 PM	Δ Break	0h, 15m
02:30 PM	04:00 PM	Δ Interview <i>Candidate Interviews</i> Interviewed three potential employees.	1h, 30m
<b>May 4, 2021</b>			<b>7h, 57m</b>
08:03 AM	09:45 AM	Δ Reception → Internal <i>West Entry</i> I was a few minutes late today because the bus was late.	1h, 42m
09:45 AM	10:00 AM	Δ Break	0h, 15m
10:00 AM	12:15 PM	Δ Demonstration → IKEA <i>Catering Services Speed Demo</i> Showed Gene Terrace from the IKEA South office our services that we can provide to their in-store customers on 3-hours notice.	2h, 15m
12:15 PM	12:45 PM	Δ Lunch	0h, 30m
12:45 PM	02:00 PM	Δ Cash → Internal <i>Manager's Register</i> Helped out with an unusually large lunchtime rush.	1h, 15m
02:00 PM	02:15 PM	Δ Break	0h, 15m
02:15 PM	04:00 PM	Δ Training → Sales <i>New Hires</i> Training with two new hires for sales.	1h, 45m

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May 5, 2021			8h, 00m
09:00 AM	05:00 PM	Δ Training → Summer Training → Toastmaster  <i>Off-Site All-Day Training Session with Toastmaster Invites</i>  We hosted over 30 Toastmaster invites in a hosting training session. Attendees were very happy with the session.	8h, 00m
May 6, 2021			9h, 47m
07:13 AM	09:01 AM	Δ Accounting  Came in early to start accounting today.	1h, 48m
09:01 AM	09:15 AM	Δ Break	0h, 14m
09:15 AM	12:00 PM	Δ Accounting → Jumbo → Skype  <i>Running last month's billing for Skype events</i>  Microsoft has confirmed that they will be paying this month's invoice on time. Spoke with Tina M. from accounts payable there.	2h, 45m
12:00 PM	12:42 PM	Δ Lunch  <i>Discussed new client details with John over lunch</i>  We should be taking on a new client, "Show-bees," soon.	0h, 42m
12:42 PM	01:30 PM	Δ Cleaning → Internal  <i>Took over for Tom (who was ill)</i>  Took over front lobby cleaning for Tom (who called-in sick).	0h, 48m
01:30 PM	01:45 PM	Δ Coach → Internal  <i>Coaching Memo to Tom</i>  Wrote coaching memo to Tom on calling-in sick earlier.	0h, 15m
01:45 PM	02:45 PM	Δ SKED  <i>Worked on schedule for two weeks from now</i>  No issues to report with this schedule.	1h, 00m
02:45 PM	03:00 PM	Δ Break	0h, 15m
03:00 PM	05:00 PM	Δ Interview  <i>Potential Candidate Interviews</i>  Saw four potential candidates today.	2h, 00m
May 7, 2021			11h, 00m
06:30 AM	08:30 AM	Δ Open → Internal	2h, 00m
08:30 AM	10:20 AM	Δ Cash → Internal  <i>Filled-in for Janice</i>  Janice called-in ill.	1h, 50m
10:20 AM	10:45 AM	Δ Break	0h, 25m
10:45 AM	12:45 PM	Δ Accounting → [PJ-001] Enrollment → University of California	2h, 00m
12:45 PM	01:15 PM	Δ Lunch	0h, 30m
01:15 PM	03:10 PM	Δ Accounting → Venture	1h, 55m
03:10 PM	03:25 PM	Δ Break	0h, 15m
03:25 PM	05:30 PM	Δ Cash → Internal	2h, 05m

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Accounting	8h, 28m
Break	2h, 09m
Cash → Internal	8h, 25m
Cleaning → Internal	3h, 03m
Coach → Internal	0h, 15m
Demonstration → IKEA	2h, 15m
Interview	3h, 30m
Lunch	2h, 12m
Open → Internal	2h, 00m
Reception → Internal	1h, 42m
SKED	1h, 00m
Training → Sales	9h, 45m

Δ = Manual punch

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From 05/02/2021 to 05/08/2021

Riley Keltski

43h, 00m

In	Out	Task	Length
<b>May 3, 2021</b>			<b>8h, 30m</b>
09:00 AM	10:45 AM	Δ Cash → Internal	1h, 45m
10:45 AM	11:00 AM	Δ Break	0h, 15m
11:00 AM	01:00 PM	Δ Cash → Internal	2h, 00m
01:00 PM	01:30 PM	Δ Lunch	0h, 30m
01:30 PM	03:15 PM	Δ Cash → Internal	1h, 45m
03:15 PM	03:30 PM	Δ Break	0h, 15m
03:30 PM	05:30 PM	Δ Cash → Internal	2h, 00m
<b>May 4, 2021</b>			<b>8h, 30m</b>
09:00 AM	11:15 AM	Δ Cash → Internal	2h, 15m
11:15 AM	11:30 AM	Δ Break	0h, 15m
11:30 AM	01:15 PM	Δ Cash → Internal	1h, 45m
01:15 PM	01:45 PM	Δ Lunch	0h, 30m
01:45 PM	03:30 PM	Δ Cash → Internal	1h, 45m
03:30 PM	03:45 PM	Δ Break	0h, 15m
03:45 PM	05:30 PM	Δ Cash → Internal	1h, 45m
<b>May 5, 2021</b>			<b>8h, 30m</b>
09:00 AM	11:00 AM	Δ Cash → Internal	2h, 00m
11:00 AM	11:15 AM	Δ Break	0h, 15m
11:15 AM	01:15 PM	Δ Cash → Internal	2h, 00m
01:15 PM	01:45 PM	Δ Lunch	0h, 30m
01:45 PM	03:45 PM	Δ Cash → Internal	2h, 00m
03:45 PM	04:00 PM	Δ Break	0h, 15m
04:00 PM	05:30 PM	Δ Cash → Internal	1h, 30m
<b>May 6, 2021</b>			<b>8h, 30m</b>
09:00 AM	10:15 AM	Δ Cash → Internal	1h, 15m
10:15 AM	10:30 AM	Δ Break	0h, 15m
10:30 AM	11:45 AM	Δ Cash → Internal	1h, 15m
11:45 AM	12:15 PM	Δ Lunch	0h, 30m
12:15 PM	02:23 PM	Δ Cash → Internal	2h, 08m
02:23 PM	02:40 PM	Δ Break	0h, 17m
02:40 PM	04:41 PM	Δ Cash → Internal	2h, 01m
04:41 PM	05:30 PM	Δ Training → Sales	0h, 49m
<b>May 7, 2021</b>			<b>9h, 00m</b>
08:30 AM	10:30 AM	Δ Cash → Internal	2h, 00m
10:30 AM	10:45 AM	Δ Break	0h, 15m

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10:45 AM	12:45 PM	Δ Cash → Internal	2h, 00m
12:45 PM	01:15 PM	Δ Lunch	0h, 30m
01:15 PM	03:15 PM	Δ Cash → Internal	2h, 00m
03:15 PM	03:30 PM	Δ Break	0h, 15m
03:30 PM	05:30 PM	Δ Cash → Internal	2h, 00m

Break	2h, 32m
Cash → Internal	37h, 09m
Lunch	2h, 30m
Training → Sales	0h, 49m

Δ = Manual punch