

Summer Office Hours 2019
Alexa Ballis

MAY				
DAY	TIME	HOURS	WEEKLY TOTAL	Notes
01/05/2019	10AM - 8PM	10	22	
02/05/2019	10AM - 6PM	8		
03/05/2019	1PM - 5PM	4		
06/05/2019	10AM - 6PM	8	39	
07/05/2019	10AM - 4PM	6		
08/05/2019	9AM - 4PM	7		
09/05/2019	10AM - 6PM	8		
10/05/2019	8AM - 6PM	10		
13/05/2019	10AM - 4PM	6		
14/05/2019	10AM - 6PM	8		
15/05/2019	8AM - 5PM	9		
16/05/2019	10AM - 7PM	9		
20/05/2019	Office Closed (Holiday)	0	24	*Working at a Leadership Conference at UTM from May 23rd to May 26th
21/05/2019	10AM - 10PM	12		
22/05/2019	8AM - 6PM	10		
23/05/2019	10:30AM - 12:30PM	2		
27/05/2019	10AM - 6PM	11	37	
	8PM - 11PM			
28/05/2019	10AM - 9PM	11		
29/05/2019	8AM - 4PM	8		
30/05/2019	10AM - 4PM	6		
31/05/2019	11AM - 12PM	1		

Total Hours Worked in May: 154

JUNE						
DAY	TIME	HOURS	WEEKLY TOTAL	NOTES		
03/06/2019	10AM - 4PM	8	43	*Stayed late to clean the VUSAC Backroom		
	7:30 - 9:30PM					
04/06/2019	10AM - 4PM	10				
	5PM - 9PM					
05/06/2019	8AM - 4PM	8				
06/06/2019*	10AM - 7PM	13				
	8PM - 12AM					
07/06/2019	7PM - 11PM	4				
10/06/2019	10AM - 4:00PM	6			54	*Open Vic
11/06/2019	10AM - 12AM	14				
12/06/2019	8AM - 5PM	9				
13/06/2019	10AM - 8PM	10				
14/06/2019	11AM - 8PM	9				
15/06/2019*	9AM - 3PM	6				
17/06/2019	10:30AM - 5:30PM	7	39	*Vacation time begins June 21st to July 2nd		
18/06/2019	11AM - 4:30PM	9				
	5:30PM - 9PM					
19/06/2019	8AM - 9PM	13				
20/06/2019*	10AM - 8PM	10				
25/06/2019	6PM - 8PM	2	9	*Hours counted this week are only from meetings attended		
26/06/2019	9:30AM - 11:30AM	5				
	1PM - 2PM					
	6PM - 8PM					
28/06/2019	6PM - 8PM	2				

Total Hours Worked in June: 145

JULY						
DAY	TIME	HOURS	WEEKLY TOTAL	Notes		
02/07/2019	4PM - 6PM	4	37			
	8PM - 10PM					
03/07/2019	8AM - 4PM	8				
04/07/2019	9:30AM - 5:30 PM	11				
	8:30 - 11:30PM					
05/07/2019	12:30PM - 11:30PM	11				
06/07/2019	10 - 1PM	3				
08/07/2019	9AM - 6PM	9			48.5	
09/07/2019	11AM - 6PM	7				
10/07/2019	8AM - 5PM	9				
11/07/2019	11AM - 6PM	8				
	8PM - 11PM					
12/07/2019	4PM - 8:30PM	4.5				
13/07/2019	10 - 1PM	7				
	8PM - 12AM					
14/07/2019	12AM - 4AM	4				
15/07/2019	11AM - 6PM	7	40			
16/07/2019	11AM - 6PM	7				
17/07/2019	8AM - 5PM	9				
18/07/2019	11AM - 6PM	7				
19/07/2019	12PM - 8PM	8				
20/07/2019	10AM - 12PM	2				
22/07/2019	11AM - 5:30PM	8			31	
	8:30PM - 10PM					
23/07/2019	11AM - 6PM	7				

26/07/2019	1PM - 4PM	4		
27/07/2019	10AM - 6PM	8		
28/07/2019	11AM - 3PM	4		
29/07/2019	11AM - 6PM	7	15	
31/07/2019	12PM - 5PM	8		
	8PM - 11PM			

Total Hours Worked in July: 171.5

AUGUST				
DAY	TIME	HOURS	WEEKLY TOTAL	Notes
01/08/19	1PM - 6PM	5	12	
02/08/19	5PM - 9PM	4		
04/08/19	7PM - 11PM	3		
06/08/19	10AM - 6PM	8	60.5	*Commuter Orientation was from Friday, August 9th to Sunday, August 11th
07/08/19	8AM - 7PM	10.5		
08/08/19	11AM - 8PM	9		
09/08/19	11AM - 11PM	12		
10/08/19	9AM - 11PM	14		
11/08/19	9AM - 4PM	7		
12/08/19	11AM - 6PM	7	30	
13/08/19	12PM - 4PM	5		
14/08/19	8AM - 9PM	13		
15/08/19	2PM - 7PM	5		
19/08/19	12PM-5PM	5		
22/08/19	3PM - 10PM	7		
24/08/19	11AM - 12AM	13		
25/08/19	8AM -11PM	15	98.5	*Production Week for Orientation. I often worked later than our scheduling (e.g. for rehearsal) and I had meetings during most of my breaks as well.
26/08/19	9AM - 11PM	14		
27/08/19	10AM - 10PM	12		
28/08/19	9:30AM - 11PM	13.5		
29/08/19	10AM - 11PM	13		
30/08/19	7AM - 11PM	16		
31/08/19	8AM - 11PM	15		

Total Hours Worked in August: 226

Summary

Mandatory Hours: 540

Total Hours Worked: 696.5