

Jane Holman

01/22/2021 to 03/17/2021

Regular	PTO	OT	DT	Total Hours
103.15	0.00	0.00	0.00	103.15

Time in	Time out	Duration	Project
January 25, 2021			4.20
9:25am	9:43am	0.30	Administration
11:33am	1:05pm	1.53	Administration
1:05pm	2:53pm	1.81	Website Management
2:53pm	2:53pm	0.01	Administration
6:34pm	7:07pm	0.56	Website Management
January 26, 2021			6.64
10:27am	11:04am	0.61	Administration
11:04am	2:51pm	3.79	Website Management
NOTES: Reviewed and updated all links on Government page.			
4:02pm	5:16pm	1.24	Website Management
NOTES: Update the auto-import and logo for MRL on the Time.ly calendar.			
5:16pm	5:52pm	0.60	News Calendar Social
5:52pm	6:17pm	0.41	Financial
NOTES: Create 2021 invoice for RCS at Bridget Hazelbaker's request.			
January 27, 2021			1.83
4:09pm	4:25pm	0.27	Financial
NOTES: Take invoice letter to post office.			
4:26pm	5:05pm	0.65	Photography
NOTES: Ice Sculptures			
6:33pm	7:28pm	0.92	Photo Processing
January 29, 2021			0.63
12:05pm	12:42pm	0.63	Financial
NOTES: Pick up cks, take to MRL.			
February 1, 2021			3.45
8:43am	9:04am	0.35	Financial
9:04am	10:51am	1.77	Website Management

12:13pm	12:53pm	0.67	Website Management
1:46pm	2:25pm	0.66	Financial

February 2, 2021 **3.93**

9:00am	9:28am	0.47	Administration
11:30am	12:09pm	0.66	Administration
12:47pm	12:55pm	0.13	Administration
12:55pm	1:50pm	0.93	News Calendar Social
3:07pm	3:19pm	0.20	Photo Sales
4:02pm	4:08pm	0.09	News Calendar Social
4:08pm	4:11pm	0.05	Photo Sales
4:43pm	5:11pm	0.48	Website Management
5:11pm	5:32pm	0.35	Photo Sales

NOTES: Upload trail photo for MRL.

5:48pm	6:17pm	0.49	Website Management
8:53pm	8:58pm	0.08	Website Management

February 3, 2021 **5.66**

8:46am	9:16am	0.50	Photo Processing
10:23am	12:18pm	1.92	Photo Processing
1:00pm	4:15pm	3.25	Photography

NOTES: Rural & Western Wayne County.

February 4, 2021 **1.13**

9:10am	9:31am	0.36	Photo Sales
5:15pm	6:01pm	0.77	Photo Processing

NOTES: 2nd photo for MRL

NOTES: Meltdown photos

February 5, 2021 **0.97**

5:20pm	6:18pm	0.97	News Calendar Social
--------	--------	------	----------------------

NOTES: Post to Facebook, Twitter and Instagram, after setting up photo collages.

February 8, 2021 **7.59**

9:09am	9:14am	0.08	Administration
--------	--------	------	----------------

9:14am	1:24pm	4.18	Photo Processing
1:24pm	2:58pm	1.56	Website Management
4:03pm	4:32pm	0.47	Administration
4:32pm	5:18pm	0.78	Wayne County Connections
NOTES: Share templates with Jenie.			
5:18pm	5:19pm	0.01	Wayne County Connections
NOTES: Prep template info for Jenie			
5:19pm	5:50pm	0.52	News Calendar Social

February 9, 2021 **2.64**

11:05am	12:00pm	0.92	Wayne County Connections
NOTES: Meet with Jenie to go over WCC process.			
12:02pm	12:25pm	0.38	Financial
NOTES: Pick up checks.			
5:00pm	6:20pm	1.34	Administration
NOTES: Set up call with Joseph Seger at Central United Methodist Church			

February 10, 2021 **2.78**

12:44pm	1:49pm	1.09	Administration
NOTES: Meeting with Joseph Seger with Central Methodist. RE: Social Services Directory.			
2:00pm	2:05pm	0.08	News Calendar Social
2:05pm	2:54pm	0.81	Website Management
4:40pm	5:27pm	0.80	Website Management
NOTES: Finish removal of Coldwell Banker Lingle			

February 15, 2021 **5.55**

7:17am	9:32am	2.25	Website Management
NOTES: Update home page and weather page, in preparation for upcoming snow storm.			
12:33pm	2:23pm	1.84	News Calendar Social
NOTES: Review and update calendar items, weather page.			
3:52pm	5:19pm	1.46	Wayne County Connections
NOTES: Prep for tomorrow's interview.			

February 16, 2021 **4.14**

10:15am	12:02pm	1.80	Wayne County Connections
12:02pm	1:22pm	1.33	News Calendar Social
2:09pm	3:09pm	1.01	Wayne County Connections

NOTES: Interview

February 18, 2021				1.47
10:00am	10:18am	0.31	News Calendar Social	
NOTES: Reid Health press release.				
2:00pm	2:40pm	0.67	Photography	
NOTES: Snow and sledding				
4:35pm	5:05pm	0.50	Photo Processing	
February 19, 2021				1.62
11:29am	1:06pm	1.62	Photo Processing	
February 21, 2021				1.73
11:31am	1:15pm	1.73	Photo Processing	
NOTES: And prepping photos fir home page.				
February 22, 2021				4.52
8:30am	9:05am	0.57	Administration	
9:05am	10:13am	1.14	Website Management	
10:13am	10:16am	0.05	News Calendar Social	
11:00am	1:29pm	2.49	Website Management	
NOTES: Update Education page.				
1:29pm	1:45pm	0.27	News Calendar Social	
February 23, 2021				3.74
9:25am	9:38am	0.22	News Calendar Social	
9:38am	9:59am	0.35	Website Management	
11:16am	2:07pm	2.85	Financial	
5:33pm	5:52pm	0.31	News Calendar Social	
NOTES: Add info about WCC				
February 24, 2021				3.14
10:40am	1:49pm	3.14	Administration	
NOTES: Filing, back up website to office computer, so it will back up to Carbonite.				
February 25, 2021				0.35
3:50pm	4:11pm	0.35	News Calendar Social	
March 1, 2021				5.05

10:25am	11:02am	0.62	Administration
11:18am	12:09pm	0.85	Website Management
1:06pm	1:59pm	0.88	Website Management
3:41pm	6:24pm	2.71	Administration
March 2, 2021			2.82
7:55am	9:09am	1.24	Financial
10:38am	11:53am	1.25	Financial
NOTES: Print invoices, envelopes & cover letters.			
2:40pm	3:00pm	0.33	Financial
NOTES: Mail invoices and pick up mail.			
March 3, 2021			1.46
9:38am	10:07am	0.49	News Calendar Social
NOTES: Reid Press Release, Find IN Homeland Security tweet to retweet.			
10:28am	10:34am	0.10	News Calendar Social
NOTES: IU East News Release			
3:00pm	3:20pm	0.33	News Calendar Social
NOTES: Send Facebook & Tweet, 50+			
6:25pm	6:58pm	0.54	Financial
March 4, 2021			2.77
10:54am	11:35am	0.68	News Calendar Social
NOTES: 3 releases from IU East, 1 from MRL. Also add to calendar.			
11:35am	1:40pm	2.10	Website Management
NOTES: Add back Centerstone, after they had been removed for non-payment and we received a check.			
March 5, 2021			0.37
12:24pm	12:46pm	0.37	News Calendar Social
NOTES: Add Kindergarten Roundup, add elementary school addressez.			
March 8, 2021			6.23
8:23am	9:47am	1.39	Administration
10:09am	2:59pm	4.84	Website Management
NOTES: Monday updates. Tweak robots.txt. Fill out Wayne County Foundation survey. Followed up with Timely to fix import graphics issue.			
March 9, 2021			3.55
10:21am	1:54pm	3.55	Administration

NOTES: Research Google Search Console Issue with Calendar - contact Always Relevant Digital for quote. Update multiple news items and calendar items. Prepare photos for home page usage.

March 10, 2021

0.23

10:40am 10:54am 0.23 Financial

March 11, 2021

4.24

11:33am 1:06pm 1.56 Website Management

NOTES: Continue working with Josh Imhoff at Always Relevant Digital to solve 403 response to Calendar (won't index.)

1:06pm 1:17pm 0.18 Administration

1:17pm 2:29pm 1.20 News|Calendar|Social

5:00pm 5:17pm 0.28 Financial

5:17pm 5:17pm 0.01 Website Management

NOTES: Receive check from Stevenson Trial Consulting.

5:23pm 6:24pm 1.02 Website Management

NOTES: Update home page so site will be ready to update remotely Monday, if needed.

March 15, 2021

4.12

10:48am 11:55am 1.12 News|Calendar|Social

NOTES: Review social media, catch up on emails.

11:55am 2:23pm 2.48 Administration

NOTES: Continue with adding events to calendar and following up on emails.

7:03pm 7:34pm 0.52 News|Calendar|Social

March 16, 2021

4.56

10:43am 11:27am 0.73 Website Management

NOTES: Update age to 45+, share via social media, emails.

11:32am 2:57pm 3.41 Administration

NOTES: Work on reports, agenda, etc. for meeting. Reply to inquiry from HGTV for possible images on Millionaire's Row for "Cheap Old Houses".

10:23pm 10:48pm 0.42 Administration

NOTES: Correspondence with HGTV's Cheap Old Houses. Share contract with David Burton for review.