Jane Holman
03/19/2021 to 05/19/2021

	Regular	PTO	OT	DT	Total Hours
	126.04	**0.00**	**0.00**	**0.00**	**126.04**

Time in	Time out	Duration	Project	
March 19, 2021				**0.60**
10:45am	11:21am	0.60	Administration	
NOTES: Response to Wayne County Foundation, re: pictures. Reid new release.				
March 22, 2021				**5.53**
9:44am	10:35am	0.85	Financial	
NOTES: Set up Always Relevant Digital as new member, invoice and credit for 1st year.				
10:35am	12:25pm	1.83	News|Calendar|Social	
12:25pm	3:16pm	2.85	Website Management	
March 23, 2021				**2.24**
10:43am	10:53am	0.17	Administration	
NOTES: Reply to Alex at the Foundation, upload new Reid release.				
12:44pm	1:18pm	0.57	Administration	
NOTES: Photos at the park, check mail, shut down computer (working with water above).				
5:26pm	5:26pm	0.00	Administration	
5:26pm	6:56pm	1.50	News|Calendar|Social	
March 24, 2021				**3.19**
11:01am	1:35pm	2.56	Administration	
NOTES: Research to figure out why Dropbox wasn't syncing, so I could share images with the Foundation.				
1:35pm	2:13pm	0.62	Photo Sales	
March 25, 2021				**3.47**
1:55pm	2:14pm	0.32	Administration	
2:14pm	2:18pm	0.07	News|Calendar|Social	
3:53pm	4:47pm	0.89	News|Calendar|Social	
4:47pm	6:41pm	1.89	Website Management	
NOTES: Update links and remove /calendar/ folder. Upload files. Add calendar events.				
7:10pm	7:27pm	0.29	Website Management	
March 29, 2021				**3.87**
9:51am	1:34pm	3.71	Website Management	
NOTES: Set up default pages for this week and next.				
1:34pm	1:43pm	0.16	Administration	
NOTES: Install new keyboard. Works great - if it's close enough to the USB.				
March 30, 2021				**0.05**
10:57am	11:00am	0.05	Administration	
March 31, 2021				**8.30**
8:16am	9:01am	0.75	Administration	
9:52am	10:34am	0.70	Administration	
10:34am	1:04pm	2.50	Financial	
NOTES: Create invoices for April, print new letterhead.				

1:54pm	3:39pm	1.75	Financial	
4:24pm	5:26pm	1.03	Financial	

NOTES: Print statements, fold, stamp & prep invoices for mailing.

5:27pm	6:26pm	0.98	News|Calendar|Social	

NOTES: Add 5 news postings. Move old items to archive.

7:23pm	7:58pm	0.59	Financial	

NOTES: Mail invoices

April 1, 2021				**0.31**
11:35am	11:53am	0.31	Photo Sales	

NOTES: Follow up with Alex, re: older photo sales.

April 5, 2021				**0.25**
12:32pm	12:47pm	0.25	News|Calendar|Social	

April 6, 2021				**4.74**
8:56am	9:11am	0.25	Administration	
9:11am	12:20pm	3.15	Website Management	

NOTES: Update Sponsor order. Update Top 25. Update News/add new 2nd quarter page.

1:44pm	2:20pm	0.58	Administration	

NOTES: Mail check.

2:20pm	3:05pm	0.75	Photography	

April 7, 2021				**0.37**
9:19am	9:41am	0.37	Financial	

NOTES: Check in with the RCS Alumni Assoc., re: check.

April 8, 2021				**7.19**
9:07am	9:39am	0.54	Administration	
9:39am	11:25am	1.76	News|Calendar|Social	
11:25am	11:40am	0.25	Financial	
11:40am	12:23pm	0.73	Administration	
12:23pm	1:28pm	1.07	Photo Processing	
4:00pm	4:13pm	0.22	News|Calendar|Social	
4:13pm	6:50pm	2.62	Photo Processing	

NOTES: Process and upload spring photos taken on Tuesday in downtown Richmond.

April 12, 2021				**6.13**
8:37am	9:15am	0.62	Administration	
9:15am	10:53am	1.65	Website Management	
10:53am	10:54am	0.00	Administration	
11:02am	1:30pm	2.47	Website Management	
1:30pm	2:05pm	0.58	News|Calendar|Social	
2:05pm	2:53pm	0.81	Administration	

NOTES: Review and clean up voice mail messages.

April 13, 2021				**4.70**
11:23am	12:11pm	0.79	Administration	

12:11pm	1:35pm	1.39	Website Management

NOTES: Update Social Services by adding Fresh Start Housing and update Volunteer with new info from Good News Habitat for Humanity.

1:35pm	2:54pm	1.32	News|Calendar|Social

NOTES: Review Facebook and add multiple events, including upcoming camps by Pauline Trueblood Nursery School.

4:20pm	5:17pm	0.95	Photography

NOTES: Too late fir checks, door locked. Pics of Fire Station #1 and Merle Henderson Apts.

8:40pm	8:55pm	0.24	Administration

NOTES: Follow up with Gillis from 3 Rivers.

April 14, 2021			**1.86**
7:47am	9:24am	1.60	Website Management
9:24am	9:39am	0.25	Administration

NOTES: Set up autoresponder and change voice mail.

April 18, 2021			**0.22**
10:39pm	10:52pm	0.22	Website Management

NOTES: Update home page.

April 21, 2021			**7.96**
8:00am	10:00am	2.00	Photography

NOTES: April snow

11:00am	1:00pm	2.00	Photography

NOTES: Phitos,vplus puck up checks snd take package to RAM.

1:35pm	2:15pm	0.67	Photo Processing

NOTES: Download photos.

2:40pm	3:01pm	0.35	Financial
3:01pm	5:08pm	2.13	News|Calendar|Social
5:54pm	6:15pm	0.35	Photo Processing
6:30pm	6:57pm	0.46	Photo Processing

April 22, 2021			**4.05**
10:10am	1:02pm	2.86	Photo Processing

NOTES: Continue snowy April Day photos.

4:07pm	5:19pm	1.19	Photo Processing

NOTES: Keyword, map and upload photos.

April 23, 2021			**0.79**
10:45am	11:06am	0.35	News|Calendar|Social
11:06am	11:16am	0.17	Administration
11:16am	11:33am	0.27	News|Calendar|Social

April 26, 2021			**3.62**
9:49am	10:11am	0.36	Administration
10:11am	1:11pm	3.00	Website Management

NOTES: Monday updstes.

1:11pm	1:26pm	0.26	Administration

April 27, 2021				**1.70**
1:51pm	3:33pm	1.70	Administration	

NOTES: meet with Gillis and Jenie, take checks to the Library.

April 29, 2021				**8.25**
9:14am	1:41pm	4.46	Administration	

NOTES: Deliver 2 photos to Alex Painter at WC Foundation, send copy of Vonage invoice to Barb, change toner in printer, research and order black toner for printer. Send follow up email to Gillis. Tidy dropbox folders.

1:41pm	3:00pm	1.31	News|Calendar|Social	
4:19pm	4:56pm	0.61	News|Calendar|Social	
5:37pm	6:57pm	1.33	News|Calendar|Social	
7:25pm	7:57pm	0.54	News|Calendar|Social	

May 3, 2021				**7.12**
9:48am	10:20am	0.52	Administration	
10:20am	2:28pm	4.14	Website Management	
3:24pm	3:39pm	0.25	Administration	
3:39pm	5:52pm	2.22	News|Calendar|Social	

May 4, 2021				**5.97**
10:31am	11:25am	0.89	Administration	

NOTES: Update backup software. Clean out old Adobe files.

11:25am	1:40pm	2.26	News|Calendar|Social	
3:31pm	6:21pm	2.83	Financial	

NOTES: Spent almost an hour troubleshooting Quickbooks, to keep it from crashing. May Invoices

May 5, 2021				**1.48**
10:18am	11:11am	0.89	Financial	
2:45pm	3:21pm	0.60	Financial	

May 6, 2021				**2.32**
4:53pm	6:26pm	1.55	Administration	
6:26pm	7:12pm	0.77	Financial	

NOTES: File federal and state tax forms.

May 7, 2021				**1.67**
11:06am	12:47pm	1.67	Administration	

NOTES: Photo to Wayne County Foundation, News, Calendar, email.

May 10, 2021				**4.91**
10:30am	11:09am	0.64	Administration	
11:09am	3:12pm	4.05	Website Management	
3:15pm	3:28pm	0.21	Website Management	

NOTES: Monday updates. Fix calendar image issue. Update more calendars page links.

May 11, 2021				**8.72**
10:30am	2:40pm	4.15	Administration	

NOTES: Fix census data (2020 est.), picture review, upload updated pages,

3:31pm	5:33pm	2.02	Photography	

NOTES: Starr Park

5:33pm	8:05pm	2.54	Photo Processing

May 12, 2021			**3.84**

11:13am	12:32pm	1.32	Photo Processing

NOTES: Sort Flickr upload.

12:32pm	1:00pm	0.46	News|Calendar|Social

NOTES: Instagram post.

1:00pm	1:29pm	0.49	Administration
2:29pm	2:50pm	0.35	News|Calendar|Social
7:40pm	8:54pm	1.22	News|Calendar|Social

NOTES: Try to upgrade to new version of Generator for SiteMaps. Fatal error - send note to company.

May 13, 2021			**0.65**

11:00am	11:40am	0.65	Website Management

NOTES: Troubleshoot installation of Sitemsp Generator.

May 17, 2021			**6.40**

10:50am	10:50am	0.00	Website Management
10:50am	11:36am	0.76	Administration
11:36am	1:55pm	2.32	Website Management

NOTES: Monday updates.

3:27pm	3:28pm	0.01	Administration
3:28pm	5:31pm	2.05	News|Calendar|Social
5:31pm	6:46pm	1.25	Website Management

NOTES: Fix internal broken links per updated site map.

May 18, 2021			**3.60**

10:00am	11:09am	1.15	Administration
11:10am	1:10pm	2.00	Financial

NOTES: Invoice for RHS Alumni Association, balance April reports.

9:09pm	9:36pm	0.45	Administration