

March 10-16		Bonnie Late Start	Camille	Diana 7-3:30	Eric	Heather Flex at 2 M, 3:45 T-F	Jen 8 - 6:30 T/W/R, 6:15F	Jim Remote T, some M	Nikki Flex/Remote M/T/R	Taylor 7-3:30	Thomas	Maribeth Late Start	
Monday	8-11	9 – 7 IPAV Training, 1 - Check-In	Front & Center	Hamer 5 a.m. shift – Absentee Mailing, E-mail Ballots, 11-12 Phones, 1 - Check-In	Incoming, Residency Complaint	Reconciliation, Dropbox Courier Scheduling, Pending Absentees, 1 - Check-In, Flex at 2, Voting E-mail	Off/Flex	Hamer – Absentee Mailing, Licensing E-mail, Request Certified Housing Lists, 1 - Check-In, 3:30-4:30 Incoming	Remote/Flex Edit Listing, 1 - Check-In	Hamer 5 a.m. shift – Absentee Mailing, 12-1 Phones, 1 - Check-In	Bag Meter for SVD Couriers, Help with IPAV Training at 10 and 2:30, 1 - Check-In	Media Kit, SVD News Release, 12 – Mondays with mlw, 1 - Check-In, Help with IPAV Training at 5	
	11-12		Counter		Lunch								Counter
	12-1		Lunch										
	1-2		Check-In										
	2-4:30		Contracts, Postings, 2-3:30 Incoming										Front & Center, OCR Report
Vikki: SVD Check-Out & Check-In, Payroll, 1 – Office Meeting													
Tuesday	8-11	IPAV Scheduling and Prep, 1 - Office Meeting	WisVote Tower Absentee Requests	Hamer 5 a.m. shift – Absentee Mailing, E-mail Ballots, 1 - Office Meeting	Front & Center	Reconciliation, Dropbox Courier Scheduling, Pending Absentees, 1 - Office Meeting, Flex at 3:45, Voting E-mail	Remote Records Requests, 1 - Office Meeting, SVD Scheduling	Hamer – Laptops to Help Desk for Updates, Absentee Mailing, 1 - Office Meeting, Licensing E-mail	Remote/Flex Edit Listing, 1 - Office Meeting  Council Meeting	Hamer 5 a.m. shift – Absentee Mailing, 12-1 Phones, 1 - Office Meeting	Incoming	9 – MMT, 11-12 Website Accessibility Training, 1 - Office Meeting, Absentee News Release, Voter Slips, Election Day Envelopes, Council Reg.	
	11-12		Phones		Lunch						Counter		
	12-1		Lunch										
	1-2		Office Meeting										
	2-4:30		Incoming		1:30-3:30 APM 3-5 Training, Contracts, Postings								Front & Center, OCR Report
Vikki: SVD Check-Out & Check-In, Payroll, 1 – Office Meeting													
Wednesday	8-11	9-10:30 NRT, IPAV Scheduling and Prep, 1 – Wed. Meeting, 4:45 IPAV Training	Incoming	Hamer 5 a.m. shift – Absentee Mailing, E-mail Ballots, 1 – Wed. Meeting, 2-3 Incoming	WisVote Tower Absentee Requests	Reconciliation, Dropbox Courier Scheduling, Pending Absentees, 1 – Wed. Meeting, Flex at 3:45, Voting E-mail	Remote Records Requests, SVD Scheduling, 1 – Wed. Meeting, 2-3 NRT, 3-4:30 Incoming	Hamer – Absentee Mailing, Licensing E-mail, 1 – Wed. Meeting, Connect with Traffic Engineering regarding Election Day Signage	Council Proceedings, 1 – Wed. Meeting	Hamer 5 a.m. shift – Absentee Mailing, 12-1 Phones, 1 – Wed. Meeting	Front & Center	Registration Closes News Release, 1 – Wed. Meeting, Registration Folders, 4:45 Help with IPAV Training	
	11-12		Counter		Lunch						Counter		
	12-1		Lunch										
	1-2		Wed. Meeting		Wed. Meeting								
	2-4:30		2-3 NRT, Voter Follow-Up		Front & Center, OCR Report								Contracts, Postings
Vikki: SVD Check-Out & Check-In, Payroll, 1 – Office Meeting													
Thursday	8-11	9 – 7 IPAV Training, 1 - Office Zoom	Front & Center	Hamer 5 a.m. shift – Absentee Mailing, Unlock Drop Boxes with Taylor, E-mail Ballots, 2-4 Modus Training	8-9:45 Incoming, 10-11 Help with IPAV Training	Reconciliation, Dropbox Courier Scheduling, Pending Absentees, 1 - Office Zoom, 2-3:45 Modus Training Flex at 3:45, Voting E-mail	Remote Records Requests, SVD Scheduling, 12-1 Phones, 1 - Office Zoom, 2-4 Modus Training, Contracts	Hamer – Absentee Mailing, Licensing E-mail, 9:45-11 Incoming, 11 – IT Meeting with Zach, ALRC Agenda, 1 - Office Zoom, 2-4 Modus Training	Remote/Flex Edit Listing, 1 - Office Zoom, 2-4 Modus Training	Hamer 5 a.m. shift – Absentee Mailing, Unlock Drop Boxes with Diana, 1 - Office Zoom, 2-4 Modus Training	Off	9 – Cybersecurity, 11-12 The Elections Group, Sample Ballot News Release, Absentee Binders, 1 - Office Zoom, 2-4 Modus Training	
	11-12		Phones		Lunch						Counter		
	12-1		Lunch										
	1-2		Office Zoom		Office Zoom								
	2-4:30		2-4 Modus Training, WisVote Tower Absentee Requests		2-4 Modus Training, Postings								2-4 Modus Training, OCR Report
Vikki: 2-4:30 Phones, SVD Check-Out & Check-In, Payroll, 1 – Office Meeting													

Friday	8-11	IPAV Scheduling and Prep, 1 - Office Meeting, 4 – 7 IPAV Training	Front & Center	Hamer 5 a.m. shift – Absentee Mailing, E-mail Ballots, 1 - Office Meeting	Mail Undelivered SVD Absentees, 9:30-11 Incoming	Dropbox Courier Scheduling, Pending Absentees, 1 - Office Meeting, Flex at 3:45, Voting E-mail	Remote 8:30-9:30 Results Madison, 11 – Budget Check-In, 1 - Office Meeting, Records Requests, SVD Scheduling	Hamer – Absentee Mailing, Licensing E-mail, 1 - Office Meeting, 2-3:30 Incoming	Routing, WisVote Tower Absentee Requests, 1 - Office Meeting	Hamer 5 a.m. shift – Absentee Mailing, 12-1 Phones Off at 1	8-9:30 Incoming, Mail Undelivered SVD Absentees	8:30-9:30 Results Madison, Weekly Schedule, 11 – Budget Check-In, 1 - Office Meeting, Drop Box News Release, 5 – Help with IPAV Training		
	11-12		Phones		Lunch						Counter		Office Meeting	Front & Center, OCR Report
	12-1		Lunch											
	1-2		Office Meeting											
	2-4:30		Mail Undelivered SVD Absentees, 3:30-4:30 Incoming											
Vikki: SVD Check-Out & Check-In, Payroll, 1 – Office Meeting														
Saturday	9-3 IPAV Training				12-3 Couriers			12-3 Couriers		9-3 IPAV Training		EO Newsletter		
Sunday			12-3 Couriers	12-3 Couriers								Resource Guide, Polling Place List		
	Bonnie	Camille	Diana	Eric	Heather	Jen	Jim	Nikki	Taylor	Thomas	Maribeth			
Front & Center: Counter, Scans, Rush Contracts ★ Incoming: Hunt Group, Shared E-mail ★ Postings: Meetings, Online Operators, Accela Postings ★ Contracts: Electronic Routing, Contracts Basket, Print Completed Contracts														