

Remote Work Time Sheet

Employee Name: _____				Date: _____			
Supervisor Name: _____				Department: _____			
Task or Activity	Expected Length of Time to Complete	Date(s) Expected to Complete	Actual Date Worked	Actual Time Started	Actual Time Completed	Total Hours Worked	
				Total Hours			
				Not to exceed 5 hrs per day			
I hereby certify all time reported above is an accurate and correct representation of the remote work performed.							
Employee Signature: _____				Date: _____			
By the signature below, I certify this Remote Work Time sheet is a true statement of the time worked by this employee and the hours listed represent the remote work that had prior authorization.							
Supervisor Signature: _____				Date: _____			