

### Remote Work Time Sheet

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Pay Period (Month): \_\_\_\_\_

Activity Completed	Date	Time Started	Time Completed	Total Hrs Worked

I hereby certify all time reported above is accurate and correct.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By the signature below, I certify this time sheet is a true statement of the time worked by this employee and the hrs listed represent the remote work authorized.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Supervisor Name: \_\_\_\_\_