

**DHS TELEWORKING POLICY
TELEWORKING TIME LOG**

Employee Name: _____

Date: _____ Time Workday Began: _____ Time Ended: _____

Each time you begin a different activity, please record your approximate start and end time and include a brief description of the work performed for that time period. For example: 8 a.m. to 9:15 a.m., read reference materials; 9:15 a.m. to 10 a.m., prepared memo to customers; etc. As in the office, you must take a lunch break of at least 30 minutes and record it on the time sheet. Any leave taken for the day should be recorded on this sheet and approved by your manager/supervisor ahead of time.

Time Started	Time Ended	Brief Description of Activity

Total hours worked: _____ Total Leave taken: _____

I certify that this is an accurate record of my work time on the date specified above.

Employee's Signature

NOTE: Use of this form is optional, but may be required by the employee's Manager/Supervisor.