

Pay Period: _____

Name: _____

At Home Work Authorized by: _____

Time: The start time is the time you begin working on a task and the end time is the time you stop, without a break. The time entered on this log should accurately coincide with your regular timesheet. Breaks or Lunch periods should be excluded from time worked.

Task Description: The task description should be a detailed explanation of work performed during that time. "Read and deleted emails" is not an acceptable task description.

Completion: This log should be attached to your timesheet at the end of each pay period.

Date	Task Description	Start Time	End Time	Total Time

Employee Signature: _____ Date: _____