



University Human Resources

NE Telecommuting Time Sheet				
*** HOURS WORKED***				
Telecommuting Employee Name:				
Supervisor:				
Department:				
Workweek designation:	(enter 35 or 37.5 or 40)	Fulltime percentage:		(if regular appointment enter 100%)
Average Daily hours:	hours/day			
DATE:				
Start of Work Day:				
Break Start:				
Break Finish:				
End of Work Day:				
Activity	Time Started	Time Finished	Minutes	Additional Details <i>Must be completed for all activities over 15 minutes</i>

I certify that the information provided on this time sheet is accurate and complete and being kept in accordance with University Policy [60.3.14 Overtime/Comp Time for Regularly Appointed Staff](#) as well as [University policy 60.9.33 Exempt and Non-Exempt Position Classification](#).

Employee's Signature

Date

Supervisor's Signature

Date