PLEASE GO TO FILE>MAKE A COPY IN THE TOP LEFT CORNER TO FILL OUT WORK LOG

TO BE COMPLETED ON A DAILY BASIS WHEN WORKING FROM HOME. PLEASE COMPLETE THE SIGNATURE SECTION, DATE AND SUBMIT YOUR WORK LOG EVERY FRIDAY. **THE SIGNATURE SECTION MUST BE COMPLETED PRIOR TO SUBMISSION**.

CLICK HERE FOR INSTRUCTIONS

REQUIRED REMOTE WORK LOG

EMPLOYEE NAME:		JOB TITLE:		SUPERVISOR:	

DATE	START TIME	END TIME	DETAILS OF TASKS AND WORK COMPLETED AT HOME

By signing below, I acknowledge that I have completed the documented tasks and work remotely from home on the above designated dates and times.

Signature:		Date:

Click here to submit your work log.