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| NE Telecommuting Time Sheet |
| \*\*\* HOURS WORKED\*\*\* |
| Telecommuting EmployeeName: |  |
| Supervisor: |  |
| Department: |  |
| Workweek designation: |  | (enter 35 or 37.5 or 40) | Fulltimepercentage: |  | (if regular appointment enter 100%) |
| Average Daily hours: |  | hours/day |  |
| DATE: |  |
| Start of Work Day: |  |
| Break Start: |  |
| Break Finish: |  |
| End of Work Day: |  |
|  |  |
| Activity | TimeStarted | TimeFinished | Minutes | Additional Details*Must be completed for all activities over 15 minutes* |
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|  |  |  |  |  |

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](https://policies.rutgers.edu/60314-currentpdf) as well as [University policy 60.9.33 Exempt and Non-Exempt Position Classification](https://policies.rutgers.edu/60933-currentpdf).

Employee’s Signature Date Supervisor’s Signature Date