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| 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  *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