



**GEORGIA DEPARTMENT OF HUMAN SERVICES
Human Resources Policy #111 A8**

TELEWORK ACTIVITY LOG

Employee Name: _____ Date: _____

Each time you begin a different activity, please record your start time, end time and a brief description of the work performed. For example: 8:00am to 9:15am read reference materials; 9:15am to 10:00am prepared memo to customers. As in the office, you must take a lunch break of at least 30 minutes and record it on this form. Also include any leave taken for the day, which should be pre-approved by your manager/supervisor.

Start Time	End Time	Activity Description
Total Hours Worked:		
Total Leave Taken:		

I certify that this is an accurate record of my time and activity for the specified date.

Employee Signature:

Date: