



Telework Activity Report

Name: _____ Date: _____

Title: _____ Department: _____

Indicate the activities or tasks in which your time was directed, be specific/detailed.

Example:

	Activity/Task	Hours Spent
1.	Processed evaluations and merit increases in MUNIS for 5 employees, updated eval tracking spreadsheet	1
2.	Responded to email questions from 10 constituents regarding construction on Tangerine	2
3.	Coordinated Zoom meeting with Members for PSPRS Local Board	0.5
4.	Researched telework policies and began drafting work agreement, saved in shared file with team members.	3

	Activity/Task	Hours Spent
1.		
2.		
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Other comments/information: