



Telework Task Schedule

| | | |
|---------------------|------|----|
| Teleworker Name | | |
| Date Tasks Assigned | | |
| Department | | |
| Telework Hours | From | To |

| | | |
|--|-------|-----------------------|
| 1. Task Deliverable Accomplishment | _____ | Estimated hours _____ |
| | _____ | Actual Hours _____ |
| | _____ | |
| 2. Task Deliverable Accomplishment | _____ | Estimated hours _____ |
| | _____ | Actual Hours _____ |
| | _____ | |
| 3. Task Deliverable Accomplishment | _____ | Estimated hours _____ |
| | _____ | Actual Hours _____ |
| | _____ | |
| 4. Task Deliverable Accomplishment | _____ | Estimated hours _____ |
| | _____ | Actual Hours _____ |
| | _____ | |

| | |
|-------------------------------|-----------------------------|
| Total Estimated Hours: | Total Actual Hours : |
|-------------------------------|-----------------------------|

Employee/Teleworker Signature

Supervisor/Telemanager Signature