



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

TELEWORK ACTIVITY LOG

Employee Name: _____ Date: _____

This log captures the work performed throughout the telework day. Each time you begin an activity, please provide a brief description and time spent completing that activity. For example: read reference materials (2 hours); prepared memo to customers (1 hour). In the last column, you must select whether the activity is related to COVID-19. 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 supervisor. Remember to incorporate travel time to and from appointments, when requesting leave. Your signature below certifies this is an accurate record of your time and activity for the date specified above.

Activity Description	Time Spent	Related to COVID-19	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Total Hours Worked:		Total Leave Taken:	

Employee Signature: _____

Date: _____