



# COVID-19 Telework Daily 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 _____
<b>Total Estimated Hours:</b>			<b>Total Actual Hours:</b>

\_\_\_\_\_  
Employee/Teleworker Signature

\_\_\_\_\_  
Supervisor/Telemanager Signature