

REMOTE WORK ATTENDANCE

Weekly Tracking Log

Confidential Document

EMPLOYEE NAME
DEPARTMENT
WEEK COMMENCING

DATE	LOCATION	CLOCK IN	CLOCK OUT	KEY OBJECTIVES / NOTES
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Location Codes: R (Remote) O (Office) T (In Transit) L (Leave)

EMPLOYEE SIGNATURE

SUPERVISOR APPROVAL