



Telework Task Schedule

Teleworker Name		
Date Tasks Assigned		
Department		
Telework Hours	From	To

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

Total Estimated Hours:	Total Actual Hours :
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Employee/Teleworker Signature

Supervisor/Telemanager Signature