



Employee Documentation of Work from Home During School Closure for Students

Employee Name: _____

Employee Instructions:

Use this form to document your activities while working from home or any alternate work site.

Please note that you must have a signed and approved Allegheny County Schools Board of Education Telecommuting Agreement in place before working from home or any alternate work site.

You may type into or hand-fill this form. E-mail the completed form each week, on Mondays if possible, for the previous week's work to your school treasurer. Central Office staff – please e-mail your form each week to Penny Billings. Your supervisor will review each form. The completed forms will be maintained by your school treasurer or Penny Billings (for CO staff) as supporting documentation for payroll.

Supervisor Pre Approval: My signature certifies this remote work was preapproved.

Signature: _____ *Date:* _____

Enter the Date	Provide Description of Work Performed	Circle Half or Full Day
		Half Day Full Day
		Half Day Full Day
		Half Day Full Day
		Half Day Full Day
		Half Day Full Day

**By submitting this form, I certify that this is a true and accurate description of the time and work that I completed. I further understand that falsification of this form may result in disciplinary action up to, and including, dismissal.*

Employee Signature: _____ *Date:* _____