

Remote Employee WolfTime Timesheet

Day	Date	In	Out	In	Out	In	Out
Saturday		AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>
Sunday		AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>
Monday		AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>
Tuesday		AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>
Wednesday		AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>
Thursday		AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>
Friday		AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>	AM/PM <small>(circle one)</small>

Signatures

Employee _____

Supervisor _____

Date _____

Date _____

Instructions:

This timesheet is to be used by non-exempt employees in a remote location or who travel to remote locations without access to a wall mounted time clock, computer (with internet), or a smart device (with signal or WiFi) to track their time. When an employee has access to a wall mounted clock or a computer/smart device that is able to connect to WolfTime then the employees should use these methods. **All time is to be reported on a weekly basis.**

1. An employee should fill out the timesheet daily.
2. On Friday of each week, the employee should provide the timesheet to their supervisor.
3. The supervisor will sign and either enter the time into the WolfTime System or provide the timesheet to the department/unit's Timekeeper to enter the time into the WolfTime System.