

DOT Teleworking Time Sheet (if Citytime is not available at Home Location)

NAME:					EMP. ID:			
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Date							
Time in								
Lunch Start								
Lunch End								
Time Out								
Total Hours								

Note that in very special cases and with the appropriate approvals (in advance) of the division/unit managers, Overtime Pay or Comp Time Accrual will be allowed when staff are teleworking. If work hours exceed regular work hours, please indicate if extra time should be charged to Paid Overtime, Comp Time, or No Pay.

Overtime / Comp Time or No Pay (if applicable)								
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If day is not worked, please indicate what type of leave should be charged that day, or portion of the day.

Charge to Leave Balance (if applicable)								
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For staff charging to IFA, please enter the projects to be charged to below, with hours

Labor Allocation -- IFA								
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For staff charging to COVID-19 related work, please enter the hours. Regular hours and/or overtime

Labor Allocations - COVID Related Work								
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Please enter activity and where work was performed. e.g Food distribution - Queens, Social Distancing Ambassador- Brooklyn, Hart's Island - Bronx

Alternate worksite and/or COVID-related Reassignment Activity Reporting								
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I hereby certify the following: The time shown correctly represents my teleworking hours and activities for the week indicated. If I am an employee eligible to earn overtime compensation under FLSA and/or a collective bargaining agreement, I will also certify that I have requested compensation for any time that I worked in excess of my scheduled hours and that any time outside of my scheduled hours, i.e. when I may have logged in/out earlier/later than my scheduled time, for which I have not requested compensation, was time not worked.

I attest to the accuracy of all time and leave information, by submission of this time sheet by email to my supervisor.

Last Revised: 5/13/2020