

West Liberty University

Documentation of Remote Work

Name: _____

For the week of: (Saturday through Friday): _____ example, April 4 – April 10, 2020

Day	Date	Total Hours Worked	Work Performed Documentation of contacts made, assignments, projects plus issues resolved, etc.
Saturday			
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Numbers of contacts by type (if applicable and directed by supervisor): TC (Telephone Contact); EM (Email); TX (Text); FBM (Facebook Messenger); VM (Voicemail)

April 4, 2020