



East Los Angeles College • Los Angeles City College • Los Angeles Mission College • Los Angeles Pierce College • Los Angeles Southwest College
Los Angeles Trade-Technical College • Los Angeles Valley College • West Los Angeles College

Temporary Telecommute WEEKLY TIME AND EFFORT REPORT

Work Week: _____

Employee Name: _____ Job Title: _____

Employee Number: _____ Program Name _____ Program Budget No. _____

Department: _____

Weekday	Weekly Tasks (Please provide details of activities performed for your job)	Hours*
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
	Total Hours	

**Hours must match hours verified on department time sheet*

Employee's Signature: _____ Date: _____

Administrator Approval: _____ Date: _____