



WALLA WALLA COMMUNITY COLLEGE REMOTE WORK LOG

Employee: _____ SID: _____

Date: _____

Remember, meal period requirements are triggered by more than 5 hours of work. If you work over five hours, you are required to take at least a 30-minute unpaid meal break, the 30-minute meal break should be taken between the second and fifth working hour. Please note unpaid meal breaks on this log as well.

Day of Week	Date	Describe detail of work performed during this time	Time In	Time Out	Total Hours
Monday	9/8/16	<i>Recalculated Jane Doe's contract, updated adjusted contract info in PPMS, sent an email to Amy in Payroll with contract adjustment detail and prepared correspondence for Jane with a copy for the employee file.</i>	8:00am	8:30am	.5
				TOTAL HOURS	