

DAILY WORK LOG

NAME:					
DATE	START TIME	END TIME	SUMMARY OF TASK WORK	TIME IN HOURS	TIME CODE CVD or C19 (If Applicable)
Example: 3/31/2020	8:00	9:30	Homeschooling My Children	1.5	CVD
Example: 3/31/2020	9:30	10:30	Student Advising Calls	1.0	N/A
			TOTAL WORK LOG HOURS:		

Please email your completed Work Log to your supervisor every Monday by 4:00 p.m.

TO SAVE DOCUMENT: To save the file, click on Printer icon on toolbar above, click on the "Printer:" dropdown arrow and choose "Microsoft Print to PDF". Name and save the file to your computer to a place where you can find it to email it to your supervisor.

PLEASE NOTE: The Daily Work Log does not replace your e-Timesheet.

You must still complete your on-line e-Timesheet on a bi-weekly basis when you receive your email notice from Ridge-Payroll.