**WORK AT HOME LOG**

*For work done at home on behalf of NKC*

* This must be turned in to Supervisor at the end of each pay period.
* Any hours worked require pre-approval of Supervisor.
* Use code 71 Home to record start and stop time in NovaTime.

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| --- | --- | --- | --- | --- |
| Date | Time Work Began | Time Work Ends | Nature of Work | Approved/Entered  in NovaTime |
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Signature:

Print Name:

Date: