

University of NC at Chapel Hill Teletime Authorization Form

Position Number _____ is designated as an off-campus position. The

employee (name) _____ (PID) _____

will not report to work on-site at a University location for reasons of:

- Primary Assignment is required to be worked at a non-campus location
- Employee does not have access to Internet Connection, UNC Computer or other device by which to capture worked time, while working at the Off-Campus location.

The employee has been instructed as to what hours to work from the off-campus site and agrees to record hours via the telephone. The hours recorded via teletime constitute a time record for all hours worked and will be used for payroll purposes.

It is the employee's responsibility to record hours consistent with the scheduled work hours arranged by the manager each week.

It is the employee's responsibility to report any errors, omissions, or changes to the manager before the period end of the pay period.

It is the manager's responsibility to review the hours recorded on a pay period basis and make any corrections noted by the employee.

It is the manager's responsibility to ensure the final Time Record has been reviewed and approved for payment through the payroll system by the end of period cut off.

These conditions are agreed upon between employee, _____,
and supervisor, _____.

I have read and understand this agreement and the teletime use policy and agree to abide by and operate in accordance with the terms and conditions described in both documents. I agree that the sole purpose of this agreement is to regulate teletime use and that it constitutes neither an employment contract nor an amendment to any existing contract.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Copies of agreement and attachments will be provided to the employee and supervisor. Original will be maintained in employee's departmental personnel file. Send a copy of the completed form to:

*Kristen Dunivant
104 Airport Dr
3104 AOB
Chapel Hill, NC 27599-1270
CB 1270*