

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*