

***WORK FROM HOME ATTENDANCE TRACKER***

*PERSONAL INFORMATION*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | : | 2 July 2020 |  | Department | : | Web Application Development |
|  |  |  |  |  |  |  |
| Employee Id | : | 35 |  | **Reporting to** | : | Syed Riaz |
|  |  |  |  |  |  |  |
| Employee Name | : | Umair Memon |  | **Check-in** | : | 12:15 |
|  |  |  |  |  |  |  |
| Designation | : | Software Engineer |  | **Check-Out** | : | 9:15 |
|  |  |  |  |  |  |  |

*TASKS REPORTING*

|  |  |  |  |
| --- | --- | --- | --- |
| SNO | Project Name | Activity Performed (Brief) | No. Hrs. Consume |
| 1 | LIT | Update text base result recommendation on live and fixes | 8 |
| 2 | BBS | Fixes on all portals |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

***Important Instructions:***

1. ***Every employee will send back this remote work form by the end of respective shift to*** [***zaheer.ansari@golpik.com***](mailto:zaheer.ansari@golpik.com) ***on regular basis.***
2. ***Every employee must mention all the tasks which performs with number of hours consume.***
3. ***If any employee may face any difficulty to fill up this form employee can contact human resources department at 0309-9660152 or via email.***
4. ***If any employee forgets to send this form after completing respective shift, then human resources department will not accept it.***
5. ***Every employee makes sure to complete delegate tasks which will be assign by immediate supervisor.***