**Weekly Telecommuting Report**

**Employees Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| Duties/Projects/Professional Development | Number of hours worked on and/or Status of Completion |
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**Instructions:** On Monday of each week employee and supervisor determine what work is to be done that week. At weeks end, employee sends the completed form for supervisor review. Supervisor scans completed forms and sends to Human Resources and Diversity at hr@uww.edu using subject **Remote Tracking**.

Note: The expectation is that you will complete all duties as assigned. Additionally, you may be assigned to work on projects or professional development. It is important to document all tasks, projects or professional development that you have worked on each week.