Employees approved to participate in the [SUNY-wide Telecommuting Program](https://hr.buffalostate.edu/sites/hr.buffalostate.edu/files/uploads/Documents/SUNY-wide_Telecommuting_Program_Policy_2021.pdf), must complete and submit to their supervisor biweekly progress reports (this document) describing work completed while telecommuting. Failure to do so will result in cancellation of the telecommuting arrangement.

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| Last Name:  |       | First Name:  |       |
| Budget Title: |       |
| Department:  |       | Supervisor:  |       |
| Progress Report Effective Date:  |       | Progress Report End Date: |       |
|  |  |       |
| Employee Signature |  | Date |

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| Projects/Job Functions: | Work performed/completed related to project/job function: | Project Status: |
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