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 | | |

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