

SUNY Delhi.

Personnel Weekly Status Report

To: _____

From: _____

Date: _____

Period Start Date: _____

Period End Date: _____

ACTIVITES COMPELTED THIS WEEK
Completed Deliverables (list all):

ACTIVITES IN PROGRESS	NEXT ACTION	ANTICIPATED DUE DATE

ACTIVITIES TO BE STARTED NEXT WEEK

Classified and non-teaching professional staff, who are working from a remote location are required to complete this form on a weekly basis (Monday – Friday) and submit the form to your supervisor at the end of the week. Supervisors will retain such records for College audit purposes.

Questions regarding this process can be referred to your supervisor or [Human Resources](#).