

Employee Tips for Teleworking

- Continue to track time in Kronos (if applicable).
- Share calendars among the team members and communicate appointments in advance.
- Determine resources needed for telework and use password-protected technology (VPN) & computer following university policy and procedures.
- Designate a workspace/workstation at home.
- Develop a schedule and communicate it with your team, including working hours, breaks and lunch.
- Organize and prioritize your workspace and secure confidential data (Box/Google Drive).
- Limit interruptions for maximum productivity.
- Schedule daily communication and check-ins with your team and supervisor.
- Maintain productivity and identify challenges to share with your team and supervisor if applicable.
- Utilize technology for departmental group meetings (Jabber, Skype, Webex, Gchat, etc.).
Share daily progress with your supervisor
- Continue to exhibit the most professional behavior and avoid background distractions when on calls and attending virtual meetings.