Weekly Status Report

Customizer: Insert Company name does not require employees to record their hours and provides flexibility in when those hours are worked to support work life balance. We only ask that you record and send to your manager the results and accomplishments of your work week and document any issues or roadblocks in productivity so that your manager can assist you in resolution.

INSTRUCTIONS

1. Complete this form electronically. Boxes will expand to accommodate text. Click shaded fields **once** and replace with text.

2. Save the file.

3. Email the report to your manager by end of day Monday (day after end of period).

WEEKLY STATUS REPORT

To: Manager Name

From: Employee Name

For period of: Monday to Sunday

Period Availability: ☐ Less than my Standard Work Week: Hours hours worked this week.
Complete this section only if you were absent during your work week. Example, if you were on vacation/ill on Tuesday, deduct those unavailable hours from your standard work week and insert the total number of hours you worked in the 'Hours' field above.

Accomplishments | Outcomes | Results of the week:
Focus on results. For partially completed projects or tasks, show % completed this week.
Avoid inserting activities such as meetings and administrative tasks. Instead, focus on the outcomes, results or accomplishments resulting from these activities.
◆   Insert Accomplishement or Result ◆   Insert Accomplishement or Result
Issues or roadblocks requiring immediate attention:
◆ ◆
What did I watch/read to improve my skills and knowledge? (Self Directed Learning/Training)
◆ ◆

This template is included in the ConnectsUs HR™ Toolkits.

Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides

- Download your HR folders

- Identify your HR priorities

- 22 HR topics

- Create HR intranet

Support your HR Function

- COVID-19 Portal

- Legislation Portal

- Remote Workforce Portal

- Mental Health Portal

- Diversity & Inclusion Portal

- Weekly updates, email notifications

- Help & support. With real humans!

Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients

- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients

- Pricing.