Productivity Tracking Form Instructions

Employees authorized to work hybrid (remote/flex) and remote only schedules are required to submit weekly productivity tracking forms. To access the form, go to https://www.coastal.edu/app/hreo/remote-flex-work/.

When clicking on the “Productivity Tracking Form” link (left side), the screen below will display.
Some data elements will be prepopulated in the form. The employee will need to complete the following items:

- **Week Of** – *Select the work week in which the remote work was performed.*
- **Remote Work Date** – *Enter the date the remote work was performed.*
- **Task/Project Name** – *Enter the specific task/project that will be performed.*
- **Activities While Working Remotely** – *Enter a more detailed explanation of the work activity associated with the task/project name in the first column.*
- **Status** – *Enter the state of activity (refer to dropdown).*
- **Time Spent** – *Enter actual amount of work spent on the activity during the remote work day.*

It is not necessary to fill in all rows on the Productivity Tracking Form on the remote work day. The number of entries will depend on the employee’s work assignments. Please remember the employee’s hours on the remote work day should be reflected on the form. For example, if an employee devotes 8.25 hours on a single project in the work day, then the column labeled Time Spent (hours) should reflect 8.25. If an employee works on multiple activities in one day, the combined total of Time Spent (hours) should equal 8.25 hours (e.g. Activity 1: 2.25 hours, Activity 2: 4.00 hours, Activity 3: 2.00 hours). Once all data is entered, click submit.
Please note that an employee must fill out the form even in weeks the employee does not work remotely. The employee can simply enter the following:

- **Week Of** – Select the work week in which the remote work would have been performed.
- **Remote Work Date** – Enter the date the remote work would usually be performed.
- **Task/Project Name** – Enter N/A if the employee did not perform remote work during that week.
- **Activities While Working Remotely** – Entry in this field will depend on the circumstance. For example, if the employee had to work on-campus all week, the employee can simply state “Worked on campus on remote work day”. If on annual leave or sick leave, the employee can specify that (no medical details should be provided).

Once the employee fills out the weekly Productivity Tracking Form, the system will route it to the employee’s supervisor. The supervisor will receive an email specifying there is a form to review and approve. The supervisor can also access forms by selecting the link labeled “Productivity Tracking Approvals (supervisors) on the CCU Remote Work/Flex Work landing page for participants/supervisors (left side). The system will host the historical forms so it is not necessary to maintain printed records. This feature is in development at this time.

**AUTHORIZED REMOTE EMPLOYEES ARE REQUIRED TO COMPLETE PRODUCTIVITY TRACKING FORMS WEEKLY. FORM SUBMISSION WILL BE MONITORED BY THE DEPARTMENT AND THE OFFICE OF HUMAN RESOURCES.**

Questions regarding this process should be directed to hr@coastal.edu.