

Week of March 16th:

On campus in the SPLS Business Office: 3 hours

Remote work:

- SPLS 2 zoom meetings (2 hours)
- Responding to emails (8 hours)
- Go through SPLS to-do list (5 hours)
 - Send emails indicating approved or any issues
- ACBS hours (2 hours)
- Post requisitions (2 hours)
- APROL Faculty eval forms (3 hours)
- Review J-1 Visas & contact supervisor (1 hour)
 - Sent emails to J-1 to forward info to IFS (1 hour)

| | |
|----------------------------|-----------|
| Total on-campus hours: | 3 |
| Total Remote Hours: | 24 |
| <u>University Release:</u> | <u>13</u> |
| Total: | 40 hours |