



Guidelines to report your **Work from Home/Office** status

Kindly note that until the working conditions are completely back to normal, the reporting of work status through email has to be followed irrespective of whether it is working from home (WFH) or office (WFO).

Your subject line of the email should be in the following format

"WFH - <Name> - <Date in "mm/dd/yyyy"> - Start or End @ home/office

Eg: "WFH – First name & Last Name – 09/17/2020" – Start or End @ home/office

**Please refer following instructions on how to report your work and attendance.
(WFH/WFO)**

- a. At the beginning of your day, send an email to your respective lead from **client** site, respective lead from Auxenta, Niroshen, and Kavi, that you have started the day WFH.

Allianz	-	Tharindu Gunasekera
Dialog QA	-	Disna Bandaranayake
Dialog Dev	-	Supun Jayathilake
ADL	-	Supun Jayathilake
Pearson	-	Anosh Aponso
Pyxel	-	Niroshen
Informatics	-	Sahan Peiris
Bench	-	Ajith Kodituwakku

- b. Run a call/meeting with your respective lead at the client site and assure the work you have to complete within the day whenever possible.
- c. Send a confirmation email after the call/meeting to communicate the work you are planned to complete within the day.
- d. Be online during the working hours, and keep your mobile on and free.
- e. Use the client provided collaborative tools like Microsoft meeting etc... to make other co-workers access you when needed.
- f. If you are attending any personal matter during the hours, be honest, and change your status accordingly than staying away from the computer, but keep your mobile with you.
- g. Communicate with your respective leads and co-workers where necessary, if they are not available make sure to send an email, SMS, and a missed call so that they will be reaching you to enable your work or solve your blocker at the earliest possible time.
- h. At the end of the day, send a closure of the day email, including your respective client lead, Auxenta lead, myself self, and Kavi.
- i. Include the work carried out and any pending activities in the closure email.