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| **Work Schedule Form** | **šHR\_1\_Payroll\_Related\_Documentsoœ** |
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|  | Empidid: |  | Red: |  |  |
|  |  | (8 digits) |

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|  |  Employee Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Schedule | New |  | Change |
|  |  |  | (Last, First) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Department Name |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Department ID |  |  |  |  |  |  |  |  |  |  |  |  |
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| Schedule Effective Date |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | (Sunday) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | % |  |  |  |  |  |
| Total Weekly Scheduled Hours for this Job |  |  |  |  |  |  |  |  |  |  |  | Percent of Time |  |  |  |  |  |  |  |  |  |
| **INDICATE SHIFT ID ONLY IF OTHER THAN SFT1** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Shift ID |  |  |  | Time Reporting | \* Sun |  | \* Mon |  | \* Tue |  |  | \* Wed |  |  | \* Thru |  |  |  | \* Fri |  |  | \*Sat |  |
|  |  |  |  |  |  |  | Code |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  | **\*** Report hours in decimals |
|  |  |  |  |  |
|  | Shift IDs: |  |  |  |
|  | SFT1 | Shift 1 |  |
|  | SFT2 | Shift 2 |  |
|  | SFT3 | Shift 3 |  |
|  | WKNDSFT1 | Weekend Shift 1 |  |
|  | WKNDSFT2 | Weekend Shift 2 |  |
|  | WKNDSFT3 | Weekend Shift 3 |  |
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Authorized by:

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|  |  | Signature of Department Head |  |  |  | Date |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Prepared By |  |  | Email |  |  |  |  | Tel# |  |  |  | Date |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |