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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) | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Total Weekly Scheduled Hours for this Job | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  | Percent of Time | | | | |  |  | |  |  |  |  |  |  |  |
| **INDICATE SHIFT ID ONLY IF OTHER THAN SFT1** | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | 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 | |  |  |  |  |
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| Prepared By | |  |  | Email |  |  |  |  | Tel# |  |  |  | Date |
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