

# Work Schedule Form



Employee Name \_\_\_\_\_  
(Last,First)

Schedule  New  Change

Department Name \_\_\_\_\_

Department ID \_\_\_\_\_

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 Code	* Sun	* Mon	* Tue	* Wed	* Thur	* Fri	* Sat

\* Report hours in decimals

**Shift IDs:**

SFT1            Shift 1  
 SFT2            Shift 2  
 SFT3            Shift 3  
 WKNSFT1      Weekend Shift 1  
 WKNSFT2      Weekend Shift 2  
 WKNSFT3      Weekend Shift 3

Authorized by:

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

Prepared By \_\_\_\_\_

Email \_\_\_\_\_

Tel# \_\_\_\_\_

Date \_\_\_\_\_