WORK SCHEDULE CHANGE SHEET

EMPLOYEE NAME_____**DEPT**_____
           (Please print.)
PERSONNEL # _____

CURRENT SCHEDULE

☐   **37.5 Hour/Week Schedule**   ☐   **40 Hour/Week Schedule**
(Please check.)

Days of Work_____
           (Example: Monday through Friday)

Start Time:_____**a.m/p.m.**   **End Time:**_____**a.m./p.m.**

Lunch Period:_____**paid/unpaid**
           (Example: 12:00 p.m. to 1:00 p.m.)   (Please circle.)

NEW SCHEDULE

Effective Date of Change_____

☐   **37.5 Hour/Week Schedule**   ☐   **40 Hour/Week Schedule**
(Please check.)

Days of Work_____
           (Example: Monday through Friday)

Start Time:_____**a.m/p.m.**   **End Time:**_____**a.m./p.m.**

Lunch Period:_____ **paid/unpaid**
           (Example: 12:00 p.m. to 1:00 p.m.)   (Please circle.)

EMPLOYEE _____**DATE**_____
SUPVR./DEPT. CHAIR_____**DATE**_____
DIRECTOR/DEAN_____**DATE**_____
HR DIRECTOR _____**DATE**_____

For Payroll Office Use Only:
SAP CHANGE DATE_____