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_____
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For Payroll Office Use Only:
SAP CHANGE DATE___________