



## CHANGE IN WORK SCHEDULE/NON-WORK PERIOD

Monthly Classified Employee

This form is to be completed when changing the work schedule or non-work period of a monthly classified employee. This form is to be used only when the change does not alter the employee's salary. A change in work period, which increases or decreases the months employed or duty hours, which adds, changes or removes shift differential compensation is to be submitted on a Personnel Requisition form 7002.

Name: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ SS/ID #: \_\_\_\_\_

Classification: \_\_\_\_\_ Effective Date: \_\_\_\_\_

<input type="checkbox"/> <b>Work Schedule</b>	<b>Current Hours Worked</b>	<b>Hours Changed To</b>	<b>Total Daily Work Hours</b>
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Saturday	_____	_____	_____
Sunday	_____	_____	_____

  

<input type="checkbox"/> <b>Non-Work Period</b>	<b>Current Non-Work Period</b>	<b>Changed to</b>
	_____	_____
	_____	_____
	_____	_____
	_____	_____

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Supervisor Signature \_\_\_\_\_ Date

\_\_\_\_\_  
Chief Business Officer Signature (*Campus only*) \_\_\_\_\_ Date