



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: _____

☐ Work Schedule	Current Hours Worked	Hours Changed To	Total Daily Work Hours
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Friday	_____	_____	_____
Saturday	_____	_____	_____
Sunday	_____	_____	_____

☐ Non-Work Period	Current Non-Work Period	Changed to
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Employee Signature

Date

Supervisor Signature

Date

Chief Business Officer Signature (*Campus only*)

Date