Report of Change in Work Schedule

Instructions: Change in work schedule should be done the first day of the work week (work week begins on Sunday).								
Reporting Unit No.	**Department Attendance Clerk Signature**		**Ext.**	**Date**		**Dept. Administrator/Authorized Signature**	**Ext.**	**Date**
EID #	**Employee's Last, First Name**	**Class Code**	**Rcd No.**	**Time Base**	**First Day of Pay Period**	**Current Schedule**	**Effective Date of Change**	**New Schedule (include lunch)**

Revised: 09/08/2015