California State University, Los Angeles
University Payroll Office

Report of Change in Work Schedule

Instructions: Attach this form to the Attendance Report, F672 when an employee has a change in work schedule during a pay period. (i.e. 4/40 to 5/40)

Reporting Unit No.	Pay Period _____through_____, 20 ___	Department Attendance Clerk Signature	Date	Department Administrator/Fiscal Authority Signature	Date

Employee's Initials	Last Name	Class Code	Serial No.	First Day of Pay Period	Original Schedule	Effective Date of Change	Changed Schedule	Effective Date of Change	Second Changed Schedule	Effective Date of Change	Third Changed Schedule

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