

## WORK SCHEDULE

### INSTRUCTIONS

1. Employee completes blocks 1 through 8, 12, 13, and 14.
2. Authorizing official completes blocks 9, 10, 12, and 15 through 17.
4. Forward completed forms to the Payroll CSR.
5. The Payroll CSR will complete block 11.

Block 5, Alternative Work Schedule (AWS) codes are:

- AWS 0 - Regular Work Schedule
- AWS 1 - Flexitour
- AWS 2 - Gliding
- AWS 3 - Variable Day
- AWS 4 - Variable Week
- AWS 5 - Maxiflex
- AWS 6 - Compressed Work Schedule

Block 4, Time & Attendance (T&A) status codes are:

- A = Active
- P = Pending

1. EMPLOYEE NAME	2. UIC	3. EFFECTIVE DATE (DD MMM YYYY)
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4. T&A STATUS CODE (See instructions above)	5. AWS CODE (See instructions above)
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6. REASON FOR CHANGE TO WORK SCHEDULE (Check One) <input type="checkbox"/> New or Transfer Employee <input type="checkbox"/> Tour of Duty Change <input type="checkbox"/> Separation or Transfer	7. TYPE OF CHANGE TO WORK SCHEDULE (Check One) <input type="checkbox"/> Permanent <input type="checkbox"/> Stay in School <input type="checkbox"/> Temporary <input type="checkbox"/> Summer Hire
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### 8. REQUESTED PAY PERIOD TOUR OF DUTY

Week 1		SUN	MON	TUE	WED	THU	FRI	SAT	SUNDAY PAY
Tour of Duty	Start Time								<input type="checkbox"/> Yes
	End Time								<input type="checkbox"/> No
Night Differential	Start Time								<input type="checkbox"/> Yes
	End Time								<input type="checkbox"/> No

Week 2		SUN	MON	TUE	WED	THU	FRI	SAT	SUNDAY PAY
Tour of Duty	Start Time								<input type="checkbox"/> Yes
	End Time								<input type="checkbox"/> No
Night Differential	Start Time								<input type="checkbox"/> Yes
	End Time								<input type="checkbox"/> No

9. SCHEDULE APPROVED <input type="checkbox"/> Yes <input type="checkbox"/> No	10. SUPERVISOR ASSIGNMENT	11. STANDING JOB ORDER NUMBER (Completed by CSR)
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12. COMMENTS

13. EMPLOYEE SIGNATURE	14. DATE (DD MMM YYYY)
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15. AUTHORIZING OFFICIAL	16. AUTHORIZING OFFICIAL SIGNATURE	17. DATE (DD MMM YYYY)
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