Jewish Theological Seminary Office of Human Resources

Employee Work Schedule

Period Beginning:	552
Period Ending:	
Pay Date:	~~

DEPARTMENT:

SUPERVISOR:

For Weekly Employees

Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Instructions:

Enter employee name

Click drop down screen, enter start and end time for each employee for their work week.

Dept. Head is responsible for completing the weekly form prior to the start date of the next Monday, by FRIDAY at 11am.