CALIFORNIA STATE UNIVERSITY, FRESNO

Report of Employee Schedule Changes

Pay Period _____   **Department** _____

All fields are required to be completed or the form will not be processed.

						Week 1									Week 2							
Employee ID	Rec #	Name (Last, First)	Effective Date (Must be a Sunday)	P/T	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hrs Week 1	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hrs Wk 1 & 2
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0
												0								0

Department Contact and Information

Name	e-Mail	Phone Ext.	Mail Stop	Date Submitted

Appropriate Administrator Name	Appropriate Administrator Signature	Date Signed	

Instructions: Schedule changes must always be effective on a Sunday, even if the employee does not work on a Sunday.

Schedule changes should be submitted as soon as they are known.

If the employee works a schedule that is a 40 hour work week (or the total number of hours for a part time employee), only complete Week 1

If the employee works a schedule that is more or less than 40 hour in one week, but equals a total of 80 hours in a two week period, complete both Week 1 and Week 2

If the employee has a timebase of less than Full Time, put an X in the P/T column

Leave blank any space that is a day off for the employee.

Because schedule changes have an impact on salary (excess hours) all schedule changes must be approved by the appropriate administrator

Report of EE Schedule Changes

Created 06/2009