

**Work Schedule and Approver Form**

Employee Name:	Empl ID:	Empl Rcd#:
Business Unit:	Department:	

Effective Date: mm/dd/yyyy	<input type="radio"/> Original Schedule/Approver <input type="radio"/> Change of Schedule/Approver	Time Entry Mode: <input style="width:80px;" type="text"/>	<input type="checkbox"/> This is an alternative work schedule request.
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Title	Coordinator / Approver Name	Empl ID
Payroll Coordinator		
Payroll Coordinator (2)		
Payroll Coordinator (3)		
UW Approver		
UW Approver Back-up		
Non-UW Approver		
Non-UW Approver Back-up		

For each work day that you indicate below, enter either (1) Elapsed Schedule Work Hours (Exempt FLSA), or (2) a Punch Schedule (Non Exempt FLSA), or (3) a Punch Schedule (One IN, One OUT) with an Auto Lunch Deduct Amount.

Week 1	Elapsed Schedule Work Hours <sup>1</sup>	Punch Schedule <sup>2</sup>				Auto Lunch Deduct Amount <sup>3</sup>
		IN	OUT	IN	OUT	
Day						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Week 2	Elapsed Schedule Work Hours <sup>1</sup>	Punch Schedule <sup>2</sup>				Auto Lunch Deduct Amount <sup>3</sup>
		IN	OUT	IN	OUT	
Day						
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

Use Week 2 if the work schedule varies from Week 1. If a work schedule exceeds this two week template, please use a separate sheet to describe the work cycle.

Supervisor Name: \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_ Date: mm/dd/yyyy