

## Walla Walla Community College

## **Human Resources**

## WORK SCHEDULE CHANGE / ASSIGNMENT FORM

First Name		Employee ID		FTE:	FTE:		
Position Title				Position is Overtime Eligible  ☐ Yes ☐ No		Position Number	
Date of Request / Notice Start Date of Change			End Date of Change (if temporary)				
Human Resource Services must review and ensure compliance with work hour requirements							
unday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
unday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
The Proposed work schedule is eligible for Shift Premium (Majority of time spent working between 5PM & 7AM)  Business need for Schedule Change:							
Check All That  Supervisor's Notice to Employee							
□ Prior written notice of schedule change was given to employee on <b>Month</b> : <b>Day</b> : <b>Year</b> :							
Supervisor Signature:				Date:			
Employee Signature:				Date:			
	unday  unday  schedule inedule Charensor's Establish S Supervisor's Employee's	unday Monday  unday Monday  schedule is eligible for hedule Change:  Establish Schedule for Supervisor's Notice to Employee's Request to of schedule change was	unday Monday Tuesday  unday Monday Tuesday  unday Monday Tuesday  schedule is eligible for Shift Premium nedule Change:  Establish Schedule for New Employee Supervisor's Notice to Employee Employee's Request to Supervisor  of schedule change was given to employee of schedule change was given to employee.	Ce Start Date of Change  Curce Services must review and ensure compliance  Cunday Monday Tuesday Wednesday  Cunday Monday Tuesday Monday Tuesday  Cunday Monday Tuesday Monday Tuesday  Cunday Monday Tuesday Monday Tuesday  Cunday Mo	Ce Start Date of Change End Date of Change End Date of Change End Date of Change Urce Services must review and ensure compliance with work hounday Monday Tuesday Wednesday Thursday Unday Monday Tuesday Wednesday Thursday Unday U	Start Date of Change End Date of Change (if temporary Change)  Start Date of Change End Date of Change (if temporary Change)  Start Date of Change End Date of Change (if temporary Change)  Start Date of Change End Date of Change (if temporary Change)  Start Date of Change End Date of Change (if temporary Change)  Start Date of Change End Date of Change (if temporary Change)  Start Date of Change End Date of Change (if temporary Change)  Start Date of Change (if temporary Friday)  Wednesday Thursday Friday  Friday	

Original: Human Resources

June 2023