

WSU Libraries - Staff Schedule Form

Employee Name			
Position Number		Library Unit	
Supervisor Name		Supervisor Signature	

The following reflects this employee's Sunday through Saturday weekly work schedule as of this date:	EFFECTIVE DATE:

	SUN	MON	TUES	WED	THURS	FRI	SAT
Start Time							
out for lunch							
in from lunch							
Stop Time							
Hours per day							

For Schedule Changes, Check ONE:		
Appointment FTE	Total Hours Scheduled Per Week	Employee Requested (effective upon approval)
		Supervisor Requested <small>(Note: For permanent changes exceeding 30 calendar days, employees must receive 7 calendar days notice. For temporary change of 30 days or less, employees must receive 2 calendar days notice.)</small>

Notes: