

**WORK SCHEDULE FOR PART-TIME**

**EMPLOYEES**

The Research Foundation policy requires part-time employees to submit a work schedule to Research Payroll to be eligible to EARN holiday time. A part-time employee’s work schedule cannot be arbitrarily changed to deprive or provide additional holiday time earned.

Please complete this form and indicate the times worked in your regular work schedule. The employee and supervisor must sign this form.

|  |
| --- |
| Name: |
| SS#: |
| Department: |
| Phone #: |

**Please indicate times worked in your bi-weekly schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **1st WORK WEEK** | | **2nd WORK WEEK** | |
| SATURDAY |  | SATURDAY |  |
| SUNDAY |  | SUNDAY |  |
| MONDAY |  | MONDAY |  |
| TUESDAY |  | TUESDAY |  |
| WEDNESDAY |  | WEDNESDAY |  |
| THURSDAY |  | THURSDAY |  |
| FRIDAY |  | FRIDAY |  |

**FAILURE TO RETURN THIS SCHEDULE WILL RESULT IN YOUR PAYCHECK BEING HELD**

Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mail or fax this form to:**

Research Payroll Z-0751

Fax# 632-4384 / Phone# 632-6162