

# Work Schedule for Part-Time Employees

Complete and return to the Research Foundation Human Resources/Payroll office

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ FTE (%): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

**Instructions:**

Enter your schedule for each day that you are normally scheduled to work. For each day where hours worked meet or exceed 6 hours, please include your unpaid meal break when recording your schedule and indicate the duration of your break to the nearest quarter hour in the row marked "Meal Break".

Example:

30.0 hour work week - 9:00 to 3:30 (0.5 hour unpaid meal break)

Week One	Monday	Tuesday	Wednesday	Thursday	Friday
Scheduled Hours					
Meal Break					

Week Two	Monday	Tuesday	Wednesday	Thursday	Friday
Scheduled Hours					
Meal Break					

**Supervisors Only:**

I certify that this employee's work schedule is accurate.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The employee does not have an established work schedule due to the following reasons:

\_\_\_\_\_  
\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_