



**Alternate Work Week and/or Alternate Day Off Schedule
Attendance Tracking Worksheet**

Absence Management CMS/PeopleSoft module requires the specific tracking of **accrued leave benefit** eligible employees' who **do not** work a standard 8-hour per day, 40 hour work-week schedule Monday thru Friday. Employees who do not work a traditional work week (*Mon-Fri, 8 hrs/day*) need to have their scheduled work days and number of scheduled work hours each day on file with Payroll and entered into the Absence Management module. Schedule changes must be reported to Payroll a month prior to the beginning effective date.

Employee I.D. # Beginning Effective Date:

Employee Name:

Department Name:

Supervisor Name:

Check all that apply:

- On Going Schedule
- Short-term Schedule ending:
- Alternate Work Week Schedule
- Rotating Schedule

*Rotation pattern:
(6 mos, 90-days, 60-days, etc.)

NON-ROTATING SCHEDULE:

SUN	MON	TUE	WED	THU	FRI	SAT

ROTATING SCHEDULE:

SUN	MON	TUE	WED	THU	FRI	SAT

Instructions: Complete this form and submit to Payroll. Check all boxes that apply. Schedule changes to be reported to Payroll a month prior to the beginning effective date. Schedule changes must always be effective on a Sunday, even if the employee doesn't work on a Sunday. Of the two calendars shown above, the upper calendar is for non-rotating work schedules only. If an employee works a rotating schedule, input that month's schedule on the lower calendar, and include the frequency *pattern of rotation (e.g. 6 months, 90-days, 60-days, etc.) above.

For Payroll Purposes only: Position Time-base