Clear Form

# 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: _____ **Check all that apply:**

Department Name: _____ ☐ On Going Schedule

☐ Short-term Schedule ending: _____

Supervisor Name: _____ ☐ 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

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