

Employee Work Schedule and Assigned Tasks

Employee Name: _____

Purpose of Form:

Activity Involved:

Initial

Tasks

Change

Schedule

Effective Date: _____

Schedule I _____

Day	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Weekly Total Hours							

Schedule I – Tasks

Schedule II _____

Day	Time In	Time Out	Time In	Time Out	Time In	Time Out	Total Hours
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Weekly Total Hours							

Schedule II – Tasks

Acknowledgment of Work Schedule and Assigned Tasks – Sign and Date:

Signature – Employer

Date

Signature – Employee

Date