



## WORK SCHEDULE CHANGE

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974)

<b>Employee I.D.</b>				<b>Name (Last, First, MI)</b>	
<b>Action Code</b> Initial = I Change = C Delete = D	<b>Work day Start/End Time</b>	<b>Effective Date :</b>	<b>T &amp; A Status Code:</b>	<b>AWS</b> 6 = Compressed Work Schedule (CWS)	

AWS 6 = CWS; enter 80 hours in a bi-weekly pay period, schedule for FEWER than 10 workdays in a bi-weekly pay period.

For AWS 6 (CWS)

Starting Time Range:

	Su	Mo	Tu	We	Th	Fr	Sa	Total
WK 1								
WK 2								

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

Approved

\_\_\_\_\_  
**Supv Signature**

\_\_\_\_\_  
**Date**

Disapproved

**Reason for Disapproval** \_\_\_\_\_