



# REQUEST FOR WORK SCHEDULE CREATION

Office of Management and Finance

Employee Name: \_\_\_\_\_ Perner: \_\_\_\_\_

PA (Personnel Area)  PA Text  EG (Employee Group)  EG Text

PSA (Personnel Sub-area)  PSA Text  ESG (Employee Sub-group)  ESG Text

Reason for Schedule: \_\_\_\_\_

Is there a schedule already configured in another personnel sub-area that would meet your needs? WSR: \_\_\_\_\_

# of employees impacted: \_\_\_\_\_

Example

	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	
	8	8	0	0	8	8	8	40.00
Wk 1	1200 to 2000	0830 to 1630	OFF	OFF	1000 to 1800	1000 to 1800	1000 to 1800	
	8	8	0	0	8	8	8	40.00
Wk 2	1200 to 2000	0830 to 1630	OFF	OFF	1000 to 1800	1000 to 1800	1000 to 1800	
Total hours per pay period								80.00

Requested Schedule

\*T\* Schedule: Yes  No

Work Week Start \_\_\_\_\_ Work Week End: \_\_\_\_\_ Lunch Break: .25  .50  .75  1.0  PAID \_\_\_\_\_

Day	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	
HoursK	0	0	0	0	0	0	0	0.00
Wk 1								
HoursK	0	0	0	0	0	0	0	0.00
Wk 2								
Total hours per pay period								0.00

Wk1 is PPE Week      Wk2 is Payday Week

Bureau Requester: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Bureau Director or \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Designee Approval

<b>For BHR Only:</b>	<p><b>Labor Relations:</b> Is the requested schedule compliant?      <input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p><b>BHR Assistant Director:</b> BHR Approves Work Schedule configuration:      <input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p>BHR Authorized Signature _____ Date: _____</p> <p>Printed Name: _____</p>
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FOR EBS USE ONLY		
PSA	PSA Text	PS GR
3000	Non Rep	10
3110	PTE Local 17	20
3130	SMW Laborers	30
3050	PFFA	42
3150	DCTU-AFSCME	50
3310	City Laborers	51
3190	DCTU-IBEW	52
3210	DCTU-MACH	53
3230	DCTU-MECH	54
3250	DCTU-OpEng	55
3270	DCTU-Plumbers	56
3290	DCTU-Painters	57
3060	PPA	60
3070	PPCOA	70
3080	AFSCME-BOEC	80
3090	REC Laborers	90
3300	Housing	33
Covered	1	
Exempt	2	
Break: _____		
Daily: _____		
Period: _____		
WSR: _____		

**Daily Working Hours:** \_\_\_\_\_