



Schedule / Payroll Change

Name _____

Pay Period Start Date: _____

Pay Period End Date: _____

Old Schedule

IN _____ AM or PM

OUT _____ AM or PM

Lunch _____ to _____

PASSDAYS _____

Notes:

New Schedule

IN _____ AM or PM

OUT _____ AM or PM

Lunch _____ to _____

PASSDAYS _____

Notes:

Employee Signature x _____ Date _____

Supervisor Signature x _____ Date _____

TAS _____ Payroll _____