



California State University
SAN MARCOS

Notice of Work Schedule

Instruction: This form MUST be completed for all new hire/rehire actions and for all employee work schedule changes. Submit completed form to the Office of Human Resources (OHR) on or before the due date indicated below.

<input type="checkbox"/>	New/Rehire (establishing work schedule) - must be submitted with PAN
<input type="checkbox"/>	Existing Employee (work schedule change) - must submit to OHR at least 3 weeks prior to effective date

Employee (Last, First MI)	CSUSM Employee ID	Job Code	Dept. ID	Union Code	Department Name	Timebase

2-Week Work Period - Enter total hours worked each day (Do not include unpaid lunch period or overtime hours).

Effective Date* 	Work Period	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
	Week 1								
	Week 2								
	2-Week Total Hours								

* Enter hire date for new employees or date of new work schedule for existing employee.

MPP Signature: _____	Date: _____
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HR Analyst/Manager Signature: _____	Date: _____
Entered into PS: <input type="checkbox"/> Initial: _____	Date: _____