

Alternate Work Schedule (AWS) Set-Up Request: 9/80

Due to the many laws and procedures surrounding a flexible or alternative work schedule, special configuration is required in EmpCenter. Supervisors with employees on approved flexible or alternative work schedules must coordinate with the payroll department and provide the following information to set up their schedules in EmpCenter.

Employee Name:
Employee Red ID:
E-Mail Address:
Shift Start Time: (e.g. 8 a.m.)
Meal Period Duration (e.g. 30 min/60 min)
AWS Day Off: (e.g. Friday)
Next AWS Day Off: (e.g. 4/18)
AWS 8 Hour Day: (e.g. Friday)
Next AWS 8 Hour Day: (e.g. 4/25)

Employee Signature:	Date:
Supervisor Signature:	Date:

Human Resources	Verification Signed Agreement On-File
Payroll Tech	Date Entered in EmpCenter