Biweekly Employee Flexible Schedule
For Kronos

NORTHWESTERN UNIVERSITY

Employee Name: _____ University ID: _____ Date: _____

Department Name: _____ Campus Phone: _____

	Total hours
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Pay period Total Hours	

Employee's Signature: _____

                                                               Date

Supervisor's Signature: _____

                                                               Date

Print Supervisor Name: _____ Campus Phone: _____

Maintaining a current flexible schedule in Kronos will allow hours to not create warnings in timecards and can help with entering time, especially for those who use exception reporting. Information on flexible schedules can be found in the Staff Handbook.

Please send this form to the Payroll Office, Fax 1-3733
720 University Place, Evanston, IL 60208 or 710 N Lake Shore Drive, Room 850, Chicago, IL 60611