Request for New Static Group / Schedule Template / Addition to Timekeepers Network

Requester's Name: _____ **Date:** _____

Requester's Unique Name: _____ **Contact Phone:** _____

New Static Group:

Group Biweekly Regular ☐ Biweekly Temporary ☐ Monthly ☐

Payroll Use Only: New Static Group Name: _____ **Assigned**_____

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New Schedule Template: Hours per Week _____

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Hours							

Payroll Use Only: New Schedule Template Name: ___S___M___T___W___R___F___S___

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Add to Timekeepers Network:

Name: _____ **Unique Name:** _____

Contact Phone: _____**Department Org(s):** _____

Backup Name: _____ **Unique Name:** _____

Contact Phone: _____**Department Org(s):** _____

Payroll Use Only: Date:_____ Authorized by:_____

Payroll Fax: (64)7-1918