

BASE SCHEDULE

Randolph College

Name: _____

Date of Employment or Effective Date of Change: _____

Department: _____

Position Title: _____

BASE WEEKLY SCHEDULE

Day of the Week	Number of work hours	Daily Schedule
	<i>Ex. 8 hours</i>	<i>Ex. 8 to 5</i>
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Total		

Total hours per fiscal year (July 1 –June 30) _____

Number of hours worked per week _____

Number of weeks per year _____

If applicable: Beginning date _____ Ending Date _____

IMMEDIATE SUPERVISOR'S SIGNATURE _____ Date _____

DEPARTMENT HEAD'S SIGNATURE _____ Date _____

For HR Use:

Updated attendance plan in payroll system _____

Updated base schedule in payroll system _____