

NORTHWESTERN STATE UNIVERSITY How to Complete a Work Schedule Form

Process

NSU staff, including both classified and non-classified employees, must have an approved Work Schedule on file in Human Resources which reflects the current working arrangements as agreed upon with the employee’s supervisor.

If you are completing a form for the first time or need to make changes to the form currently on file, follow the steps below.

1. Obtain the most recent version of the [Work Schedule Form](#) on the Human Resources website under **Other Useful Documents**.
2. Complete the blank fields at the top for your name, the effective date of the work schedule, and your employee id# (also known as CWID).
3. Complete the blank fields at the bottom for the Budget Unit Title you are a part of as well as the Budget Unit Index code.

<u>Assigned Schedule</u>	<u>Standard Work Schedules*</u>
<input type="checkbox"/>	1) 8:00 a.m. to 12 noon and 12:30 p.m. to 4:30 p.m. Monday through Friday with 30-minute lunch period.
<input type="checkbox"/>	2) 8:00 a.m. to 12 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday with 60-minute lunch period.
<input type="checkbox"/>	3) 7:30 a.m. to 12 noon and 1:00 p.m. to 4:30 p.m. Monday through Friday with 60-minute lunch period.
<input type="checkbox"/>	4) 7:30 a.m. to 12 noon and 12:30 p.m. to 5:00 p.m. Monday through Thursday with 30-minute lunch period, and 8:00 a.m. to 12 noon on Friday
<input type="checkbox"/>	5) 7:00 a.m. to 12 noon and 12:30 p.m. to 4:30 p.m. Monday through Thursday with 30-minute lunch period, and 8:00a.m. to 12 noon on Friday
<input type="checkbox"/>	6) Other: Work Begin Time: <input style="width: 150px;" type="text"/> Work End Time: <input style="width: 150px;" type="text"/> Lunch period: <input style="width: 150px;" type="text"/>

4. In consultation with your supervisor, you should select one of the five (5) standard work schedule options.
5. Your supervisor may approve an alternative schedule (Option 6) in which case additional details should be provided.
 - a. Work Begin Time
 - b. Lunch Begin Time
 - c. Lunch End Time
 - d. Work End Time
6. If you have specified Option 6, you must also provide a justification on the Work Schedule Form.
7. Sign and date the form.
8. Route the form for approvals and filing.
 - a. Start with Supervisor approval and proceed to Budget Unit Head then to Dean, if applicable.
 - b. If you have specified Option 6, you must also obtain the appropriate Vice-President’s approval after normal routing. The schedule does not become effective until after this approval step.
 - c. Supervisor provides a copy of the approved form to the employee.

- d. Supervisor provides the original to Human Resources.

Responsibilities

1. Employee – Understand, agree to, and abide by the terms of the Work Schedule Form.
2. Supervisor – Review Work Schedule Form taking into consideration departmental operations and staff coverage. Carefully consider requests for non-standard work schedules before approving. Coordinate routing and approval process.
3. Human Resources – Assist supervisor and employee in interpreting policy and completing Work Schedule Form, as needed. Maintain completed Work Schedule Forms on file.

Related Policies and Procedures

- HR-POL-1. Attendance.

Forms

- [Work Schedule Form](#)

Information and Assistance

For additional information or assistance with this policy, contact Veronica M. Biscoe, Executive Director, Office of Institutional Effectiveness and Human Resources, at ramirezv@nsula.edu or 318-357-6359.

Approvals

Approved by: _____
 Name: _____
 Title: _____
 Date: _____

Associated Resources

These documents and other resources were used in the formulation of this policy.

- Staff Handbook

Revision History

Version	Date Revised	Revisions
1	8/6/23	Original procedure as proposed.