

Employee _____

2017 Employee Alternate Work Schedule

Exempt or Non-Exempt

Empl ID# _____

Excess +/- Hours

Pay Plan: Std 10/12 or 11/12 mo

SSN: _____

January 22 Days/176 Hrs							February 21 Days/168 Hrs							March 22 Days/176 Hrs						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2 H	3	4	5	6	7				1	2	3	4					2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16 H	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28	3/1				26	27	28	29	30	31 H	
Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____							Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____							Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____						
April 21 Days/ 168 Hrs							May 22 Days/176 Hrs							June 22 Days/176 Hrs						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17*
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23 CC	24
23	24	25	26	27	28	29	28	29 H	30	31				25	26	27	28	29	30 CC	
30	5/1																			
Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____							Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____							Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____						
July 22 Days/176 Hrs							August 22 Days/176 Hrs							September 21 Days/ 168 Hrs						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1				2	3	4 CC	5						1 CC	2
2	3 CC/L	4 H	5	6	7 CC	8	6	7	8	9	10	11 CC	12	3	4 H	5	6	7	8	9
9	10	11	12	13	14 CC	15	13	14	15	16	17	18 CC	19	10	11	12	13	14	15	16
16	17	18	19	20	21 CC	22	20	21	22	23	24	25 CC	26	17	18	19	20	21	22	23
23	24	25	26	27	28 CC	29	27	28	29	30	31			24	25	26	27	28	29	30
30	31	8/1																		
Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____							Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____							Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____						
October 22 Days/176 Hrs							November 22 Days/176 Hrs							December 21 Days/168 Hrs						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10 H	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23 H	24 CC/L	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25 H	26 H	27 H	28 H	29 H	30
														31						
Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____							Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____							Possible # of Hrs _____ Excess Hrs _____ Hours Worked _____ YTD EH _____						

H - Holidays

Campus Summer 4/10

CC/L - Campus Closed - Personal Leave

* - Academic Weekend Workday6/17

CC - Campus Closed Summer 4/10