

# Ventura County Human Resources and Payroll

## Schedule Change Request Form

Employee ID: \_\_\_\_\_ Employee First Name: \_\_\_\_\_  
 Employee Last Name: \_\_\_\_\_

Effective Date of Schedule Change: \_\_\_\_\_ FLSA Status: \_\_\_\_\_  
 Agency/Business Unit: \_\_\_\_\_ Union Code: \_\_\_\_\_  
 Department: \_\_\_\_\_ Standard Hours: \_\_\_\_\_  
 Job Code/Description: \_\_\_\_\_ Work Day Hours: \_\_\_\_\_

Schedule Description (if known): \_\_\_\_\_

Complete schedule details below:

WEEK 1							WEEK 2						
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT

TASKING INFORMATION (If Applicable)			
Project	Activity	Function	Reporting Category

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department HR/Payroll Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR AUDITOR PAYROLL USE ONLY		
Verify the following information on Job Data:	Work Day Hours: _____	Paygroup: _____
Schedule ID: _____	Workgroup: _____	
Task Group: _____	Task Profile: _____	
Auditor Representative Signature: _____		Date: _____

### Instructions for completing Schedule/Change Request Form

Effective Date of Schedule Change	Must be the first day (Sunday) of a pay period except for new hires.
FLSA Status	Either Professional or Non-exempt.
Department	Department number and name
Union Code	Union Code associated with the employee's Job Code
Job Code/Description	Job Code number and description.
Standard Hours	Total hours scheduled to work in two-week pay period
Work Day Hours	For full-time employees either 8, 9, 10, or 12 depending on schedule For part-time employees enter Standard Hours divided by 10
Day Off	Scheduled day off for 9/80 or 4/10 schedule
Schedule Description	From the Schedule Calendar Table
Schedule Details	Put scheduled hours for each day of bi-week period

#### **Tasking Information---Applies to Task Reporters only**

Project  
Activity  
Function  
Reporting Category