

Part Time Employee Weekly Work Schedule

▲ Employee's Name (please print) ▲ Percent

	Monday	Tuesday	Wednesday	Thursday	Friday
Start	: _____	: _____	: _____	: _____	: _____
End	: _____	: _____	: _____	: _____	: _____
Meal Period*	Y / N	Y / N	Y / N	Y / N	Y / N
Location					

* Indicate if work day includes 30 minute unpaid meal period. 30 minute unpaid lunch period is required if employee works 5 or more hours per day.

▲ Supervisor ▲ Date

Work Location	Day	Full Time Equivalent Work Day (including meal period)	
_____	Monday	_____ hours	_____ minutes
_____	Tuesday	_____ hours	_____ minutes
_____	Wednesday	_____ hours	_____ minutes
_____	Thursday	_____ hours	_____ minutes
_____	Friday	_____ hours	_____ minutes