

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