

# REQUEST FOR TEMPORARY SCHEDULE CHANGE

Human Resource Services  
 Washington State University  
 French Administration 139  
 Pullman WA 99164-1014  
 (509) 335-4521

See 60.33 for instructions.

EMPLOYEE NAME	WORK WEEK OF CHANGE		
	MONTH	DAY	YEAR

CURRENT SCHEDULE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

TEMPORARY SCHEDULE						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

EMPLOYEE SIGNATURE	DATE
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EMPLOYING OFFICIAL NAME	EMPLOYING OFFICIAL SIGNATURE	DATE
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WSU1439-HRS017-0705

**Attach a copy of this request to the department copy of the employee's Time Report.**

**Make a note of "Temporary Schedule Change" on the employee's Time Report in *Comments* section.**