

## Employee Work Schedule and Assigned Tasks

Employee Name

Purpose of Form:

- Initial  
 Change

Activity Involved

- Tasks  
 Schedule

Effective Date

**Schedule I** LIST WORK SCHEDULE; IT MAY CHANGE WITHOUT NOTICE TO CDS

Day	Time In	Time Out	Time In	Tme Out	Time In	Time Out	Total Hours
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Weekly Total Hours							

**Schedule I - Tasks**

List tasks to be completed by the employee

**Schedule II (Optional)**

Day	Time In	Time Out	Time In	Tme Out	Time In	Time Out	Total Hours
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Weekly Total Hours							

**Schedule II - Tasks**

**Acknowledgment of Work Schedule and Assigned Tasks - Sign and Date:**

Name of Employer

Date

Signature-Employer

Date

Signature-Employee

Date