



COUNTY OF RIVERSIDE

Temporary Assignment Program
P.O. Box 1569 • Riverside, CA 92502 • (951) 955-9178

FAX (951) 955-1525
Mail Stop # 2161

FLSA WORK SCHEDULE

People Soft requires that each employee be assigned a **definite** work schedule. **All employees must complete a FLSA work schedule form**, have it signed by a supervisor, and return it to **your Department Payroll**. This form is **mandatory** and may affect the employees' overtime.

I _____, request the following work schedule to begin effective pay period _____,
(print name)
beginning on _____.
(Month/day/year)

Check **one** of the following boxes **and** circle 1st or 2nd day off.

- 9/80 Work Schedule with 1st Monday off or 2nd Monday off
- 9/80 Work Schedule with 1st Tuesday off or 2nd Tuesday off
- 9/80 Work Schedule with 1st Wednesday off or 2nd Wednesday off
- 9/80 Work Schedule with 1st Thursday off or 2nd Thursday off
- 9/80 Work Schedule with 1st Friday off or 2nd Friday off
- 9/80 Work Schedule with 1st Saturday off or 2nd Saturday off
- 9/80 Work Schedule with 1st Sunday off or 2nd Sunday off
- 4/10 Work Schedule with Mondays off
- 4/10 Work Schedule with Tuesdays off
- 4/10 Work Schedule with Wednesdays off
- 4/10 Work Schedule with Thursdays off
- 4/10 Work Schedule with Fridays off
- 4/10 Work Schedule with Saturdays off
- 4/10 Work Schedule with Sundays off
- 5/40 Work Schedule
- 2/12 and 2/8 Work Schedule
- 3/12 and 1/4 Work Schedule
- 4/9 and 1/4 Work Schedule
- PART TIME

My normal shift starts at _____:_____ AM PM (**circle one**)

I understand that I may **NOT** change my day off or my work schedule unless first approved by my immediate supervisor AND the payroll office is notified by filling out another "work schedule" form. The new schedule may not be implemented prior to the workweek in which it is received; retroactive changes are not allowed.

Employee may receive overtime pay if their work schedule is not adhered to. OVERTIME PAY MAY BE REQUIRED IN THE PAY PERIOD THAT THE SCHEDULE CHANGE BECOMES EFFECTIVE. Temporaries receive overtime for any time over 40.0 hours in a scheduled week. Per diems receive overtime for hours worked over their scheduled hours in a day and over 40.0 hours in a scheduled week.

Supervisor signature

Employee ID #

Employee's signature

Date supervisor signed

Supervisor's phone number

Retain a copy for your files and send the original to your department payroll division.