

WORK SCHEDULE

Employee's Name: _____ SS# _____ Case# _____

Employer's Name: _____

Employer's Address: _____

Employer's Telephone #: _____

Dear Employer,

Please enter the start time and end time of the most recent work week. If your employee's schedule varies please provide 2 work schedules.

Month: _____ Year: _____

Hours below are for week ending on:

(Enter complete date month/day / year)

	<u>Start Time</u>	<u>End Time</u>
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		
☐ My employees hours vary, explain:		

Signature & Title: _____ Date: _____