Jewish Theological Seminary
Office of Human Resources

# Employee Work Schedule

## For Weekly Employees

SUPERVISOR: _____

DEPARTMENT: _____

Period Beginning: _____

Period Ending: _____

Pay Date: _____

| Name | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
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Instructions:
Enter employee name
Click drop down screen, enter start and end time for each employee for their work week.
Dept. Head is responsible for completing the weekly form prior to the start date of the next Monday, by FRIDAY at 11am.