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

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.