Schedule Change Form

Submit this form to Human Resources for changes in an employee's schedule or position schedule. If the faculty or unit is initiating the change in the employee's schedule, the employee must be notified per applicable collective agreement or university policy.

If you have questions on how to complete this form, please contact HR Service Centre at either hris@umanitoba.ca or 474-9400.

A. Employee Information

1. Surname	2. Given Names	3. Employee Number

B. Position Information

1. Position Number	2. Faculty/Unit
3. Department	4. Section (if applicable)

C. Schedule

1. Effective Date	2. End Date (if applicable)
3. Working hours per week	4. Schedule Type ☐ Fixed ☐ Range
5. Range	6. Committed hours (if applicable)

7. Schedule details:
Use a separate start and end time to show unpaid durations, including split shift and unpaid lunch breaks

	Start Time	End Time	Duration	Total
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
			Sum for week	0

8. Are there any period this employee is not working (except university holidays)? ☐ Yes ☐ No

Period 1	Start Date	End Date
Period 2 (if applicable)	Friday	End Date

Comments

This form is prepared by	Email	Phone	Date

D. Signatures

Department Head/Director or Designate	Date
Dean/Unit Head (if applicable)	Date