

WORK SCHEDULE CHANGE

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 8013, and EO 9397.

PRINCIPAL PURPOSE(S): Used by management and payroll to approve and record hours worked and leave taken.

ROUTINE USE(S): To verify and substantiate claims regarding hours worked and leave taken.

DISCLOSURE: Voluntary. Failure to provide this information may result in delay in receiving pay and benefits.

SSN	NAME	ACTIVITY	ORGANIZATION
EFFECTIVE DATE (YYYYMMDD)	T&A STATUS CODE	AWS CODE	PLATOON ROTATING CODE

PAY PERIOD TOUR OF DUTY

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY Y/N
WEEK 1								NA
SHIFT								
NGT DIFF								
WEEK 2								NA
SHIFT								
NGT DIFF								

THIS IS A TEMPORARY CHANGE. EMPLOYEE WILL RETURN TO ORIGINAL SCHEDULE EFFECTIVE MM/DD/YY

THAT ORIGINAL SCHEDULE IS: (Week 1) SUN MON TUE WED THU FRI SAT

(Week 2) SUN MON TUE WED THU FRI SAT

UNGRADED EMPLOYEE: ROTATING SHIFT HOURS (1) _____ (2) _____ (3) _____

SUPERVISOR SIGNATURE

DATE SUBMITTED

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).