

## WORK SCHEDULE CHANGE

SSN	NAME (LAST, FIRST)	ACTIVITY	ORGANIZATION
EFFECTIVE (YYYYMMDD)	T&A STATUS CODE	AWS CODE	START/STOP TIME 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 (YYYYMMDD) \_\_\_\_\_  
 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).