

DCPS Regular Work Schedule Registration

Action (Please check / click the box.)

1. Newly Hired Employee

2. Work Schedule Change

3. Separation (Resignation / Termination)

4. Others ()

Name (Last, First, Middle) The Employee

SSN 123-45-6789

Dept / Org, Code PSAFE/CODE XX

Phone No. 243-XXXX

Fax No. 243-XXXX

Email Address employee@psa.psafe.navy.mil

Effective Date (Month / Day / Year, ie: 5 / 29 / 98)

1 / 19 / 0

For Action 1 or 2
(New/Change Work Schedule)

	Number of Hours working	Work Hour		Recess (Meal Time)			
		Start Time	--->	End Time	Start Time	--->	End Time
Week 1 SUN		:	---	:	:	---	:
MON	8	7:15	---	16:15	11:30	---	12:30
TUE	8	7:15	---	16:15	11:30	---	12:30
WED	8	7:15	---	16:15	11:30	---	12:30
THU	8	7:15	---	16:15	11:30	---	12:30
FRI	8	7:15	---	16:15	11:30	---	12:30
SAT		:	---	:	:	---	:
Week 2 SUN		:	---	:	:	---	:
MON	8	7:15	---	16:15	11:30	---	12:30
TUE	8	7:15	---	16:15	11:30	---	12:30
WED	8	7:15	---	16:15	11:30	---	12:30
THU	8	7:15	---	16:15	11:30	---	12:30
FRI	8	7:15	---	16:15	11:30	---	12:30
SAT		:	---	:	:	---	:

For Action 3
In case of separation, please enter " P ".

Certifying Officer's Signature

Date Submitted

Any questions, please contact **Comptroller Department, Code 40, #243-5874**

Please fax this copy and mail / guardmail this original form to the following address.

Guardmail PSA Code 40
Mailing US NAVY PERSONNEL SUPPORT ACTIVITY, FAR EAST
 CODE 40, PSC 473 BOX 19, FPO AP 96349-1700
FAX (AUTOVON) # 243-8097

PSA Code 40 Use Only

STD JON : _____ Timesheet Destination : PSA Comptroller Dept, Code 40

Alternate Work Schedule (AWS) Code : _____ Platoon Work Schedule Code

Ungraded Employee: Rotating Shift Hours (1) (2) (3)

Remarks