**Work Schedule/Shift Change Notice**

Employees are required to keep a current work schedule notice on file with the Payroll Division. Employees and their supervisors/managers should complete this form to permanently or temporarily change an employee’s work schedule. Be sure to indicate start and end times, AM or PM, effective date of schedule, and length of lunch break.

\*Current Week 2 and New Week 2 on this form is used if employees are currently working or are requesting to work a 9/80 schedule (not a standard 40 hours per week). If the request is for a 9/80 schedule, be sure to indicate which day will be the first flex day off and which day will be the 8-hour day. The 8-hour day must be an approved HRMS schedule. For additional information, refer to WAC 357-28-252 (non-represented employees) or the appropriate CBA (represented employees).

An approved 9/80 work schedule will cause the employee’s work week to be changed from the standard Sunday to Saturday work week. The employee will be notified if there is a change to their workweek.

If you have questions, contact the Payroll Division at DESPayroll@des.wa.gov.

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| --- | --- | --- |
| **Last Name:**      | **First Name and Middle Name/Initial:**      | **Effective Date:**      |
| **Personnel Number:**      | **Job Class Title:**      | **Available DES work schedules:**(You must select from one of the following dropdown menus) |
| **Division/Team:**      | **Is Position Overtime Eligible?**Yes **[ ]**  No **[ ]**  |
| **Does this schedule qualify for Full or Partial Shift Differential?**No S/D **[ ]**  Full S/D **[ ]** Partial S/D **[ ]**  |
| **Schedule/Shift** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| Current Week 1 |       |       |       |       |       |       |       |
| Current Week 2 (if applicable) |       |       |       |       |       |       |       |
| New Week 1 |       |       |       |       |       |       |       |
| New Week 2 (If applicable) |       |       |       |       |       |       |       |
| **Lunch break length:** **[ ]** 30 minutes **[ ]** 60 minutes [ ]  Other       | **Comments**:(for 9/80 schedule, please indicate first flex day off)      |
| **Program Need for Schedule/Shift Change:**(if supervisor’s notice to employee)      |
| **Check All****That Apply:** | [ ]  Supervisor’s Notice To Employee  | [ ]  Permanent Change |
| [ ]  Employee’s Request To Supervisor  | [ ]  Temporary Change  | End Date:        |
| **Date**      | **Employee Signature**      |
| **Date**      | **Supervisor/Manager Signature**      |

cc: Human Resources

You must select an available DES schedule from one of the drop downs or the list below for box number seven (7). If you do not find an available schedule, contact your Payroll or HR consultant to discuss options.

Available work schedules:

| **Options for 5-8's** |
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| FULL 5-8s: M-F 8 hpd |
| R003 5-8s: T-St, 8 hpd |
| R005 5-8s: W-Sn, 8 hpd |
| R007 5-8s: Th-M, 8 hpd |
| R009 5-8s: F-T, 8 hpd |
| R011 5-8s: St-W, 8 hpd |
| R013 5-8s: Sn-Th, 8 hpd |
| R270 5-8s: M-Th, St 8hpd |

| **Options for 4-10’s** |
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| R01 4-10s: M-Th, 10 hpd |
| R017 4-10s: T-F, 10 hpd |
| R019 4-10s: W-St, 10 hpd |
| R021 4-10s: Th-Sn, 10 hpd |
| R023 4-10s: F-M, 10 hpd |
| R025 4-10s: St-T, 10 hpd |
| R027 4-10s: Sn-W, 10 hpd |
| R228 4-10s: M-T, Th-F 10 hpd |
| R230 4-10s: M, W-F, 10 hpd |
| R232 4-10s: M-W, F, 10 hpd |
| R234 4-10s: M, Th-St, 10 hpd |
| R236 4-10s: Sn-M, W-Th, 10 hpd |
| R238 4-10s: Sn, T-Th, 10 hpd |
| R240 4-10s: Sn-T, Th 10 hpd |
| R242 4-10s: S, W - F, 10 hpd |
| R244 4-10s: St-Sn, T-W, 10 hpd |
| R246 4-10s: St, M-W, 10 hpd |
| R248 4-10s: St, T-Th, 10 hpd |
| R250 4-10s: St-M, W, 10 hpd |
| R252 4-10s: T-W, F-St, 10 hpd |
| R254 4-10s: T, F-Sn, 10 hpd |
| R256 4-10s: W-Th, St-Sn 10 hpd |
| R258 4-10s: Th-F, Sn-M 10 hpd |
| R260 4-10s: F-St, M-T, 10 hpd |

| **Other available options** |
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| R031 4-9s/4: M-Th 9, F 4 |
| R032 4-9s/4: M-Th 9, Sn 4 |
| R033 4-9s/4: T-F 9, St 4 |
| R035 4-9s/4: W-St 9, Sn 4 |
| R037 4-9s/4: Th-Sn 9, M 4 |
| R039 4-9s/4: F-M 9, T 4 |
| R041 4-9s/4: St-T 9, W 4 |
| R043 4-9s/4: Sn-W 9, Th 4 |
| R262 4-9s/4: M-T, Th-F 9, W 4 |
| R264 4-9s/4: M,W, Th-F, 9, T 4 |
| R266 4-9s/4: M-W, F, 9, Th 4 |
| R268 4-9s/4: T-F, 9, M 4 |
| R045 2Wk: M-Th 9, F 8, 2nd F 0 |
| R047 2Wk: M-Th 9, F 0, 2nd F 8 |
| R049 2Wk: M-F 9, 2nd Th 8, F 0 |
| R059 2Wk: 1st M-W 9, Th 8, F 0 |
| R051 2Wk: M 8, T-F 9, 2nd M 0 |
| R053 2Wk: M 0, T-F 9, 2nd M 8 |
| R055 2Wk: M-Th 9,F8,2nd M 0,F9 |
| R057 2Wk:M 0,T-F 9,2nd M 9,F 8 |