

## Personnel Calendar Change

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For: Staff working a less than 260 calendar

Due: When event occurs that requires a personnel calendar change

Give to: Internal Accountant

Purpose: move one or more scheduled work days to different days later in the fiscal year.

If an event occurs (inclement weather or unforeseen building access change) that requires a part year staff persons' personnel calendar to be change, The supervising Coordinator Assistant or Program Manager should follow the steps below to submit the calendar change form.

1. Find the calendar change form in the forms manual
2. The fields to be entered are the DATE, FROM and Name of Person on Calendar.
3. The first date in the line should be the date that not able to be worked and the date next to it will be the new date to be worked. There is room for up to six date changes per form.
4. Changes must be made for like days, for example one 8 hour day cannot become two 4 hour days.
5. The Calendar Change form is signed by the individual's supervisor and forwarded through the signature process.
6. Once signed it should be given to the Internal Accountant
7. The internal accountant will review the change(s), retains a copy for employee Time and Effort file, give a copy to employees supervisor and forwards original to Payroll.