

**Payroll Office Use Only**  
 Template # \_\_\_\_\_  
 Create New schedule?  
 Yes / No  
 Date Entered Into:  
 HRIS \_\_\_\_\_ Fastech \_\_\_\_\_  
 Scheduled Hours

**NORTHWESTERN UNIVERSITY  
 HUMAN RESOURCES**

**Bi-Weekly Regular In/Out or Flex Employee Schedule**  
*(Please print)*

New Schedule:       Change to Existing Schedule:

Name \_\_\_\_\_ ID# \_\_\_\_\_

Department Name/Number \_\_\_\_\_

Campus Phone: \_\_\_\_\_

Please Check One:

How do you currently report your time?

Total Hours per Day (Flex-Elapsed) \_\_\_\_\_ **OR** In & Out \_\_\_\_\_

	START TIME	LUNCH	END TIME	TOTAL HOURS
<b>Sunday</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<b>Sunday</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				
<i>Pay Period Total Hours</i>	-	-	-	

Employee's Signature \_\_\_\_\_

Date

Supervisor's Signature \_\_\_\_\_

Date

Print Supervisor Name \_\_\_\_\_

Supervisor Telephone # \_\_\_\_\_

Forward To Payroll Department, Garden Level, 720 University Place, EV Campus