

## Instructions for Completing the Biweekly Schedule Form

A Schedule form must be completed by each employee assigned to a department that:

- Documents times on an in/out basis. In these departments, wild cards/swipe cards/or a similar method to clock-in at the start and end of each day are used.

OR

- Documents times on an elapsed basis **AND** who has the approval of his/her supervisor to work flex hours.
  - Flex hours are defined as those in which the total number of hours worked on any day is other than 7.0, 7.5, or 8.0. The total weekly hours for such employees are other than 35.0, 37.5, or 40.0.

Because an employee's official records will be kept according to this schedule, it is important that it be accurate and up to date.

1. Please **print** your name. Ex: Doe, John A.
2. Enter your ID number. This can be found on your payroll stub in the upper left hand corner below your name and address.
3. Print your department name and, if known, your department number code.
4. Enter a campus number where we can reach you during working hours.
5. Check the appropriate way in which you currently report your time.

Example:

***Flex-Elapsed:*** Schedules that reflect actual work hours, i.e. 9.0 hours, 8.5 hours, etc, without start and end times.

***In & Out:*** Schedules that reflect a start and end time, i.e. start time 7:00 am, end time 4:30 pm. In & Out schedules are almost exclusively used by employees who are required to use a wild card, swipe card, or a similar method to clock-in at the start and end of each day.

6. In the grid box:
  - Column 'Start Time': enter the exact time you are expected to begin work, i.e. 8:30 am
  - Column 'Lunch': enter the amount of time you are expected to take for a meal break, i.e. 1 hour
  - Column 'End Time': enter the exact time you are expected to finish work for the day, i.e. 5:00 pm

**>> Write "None" on any day or half day you do not work<<**

- Column 'Total Hours': For each day, sum the number of hours between the 'Start Time' and 'End Time' and subtract the 'Lunch' figure.
  - In the bottom right hand corner of the grid, put in the sum of each work day's Total hours. For most employees, this 'Grand Total' will equal either 70.0 (35.0 hours per week), 75.0 (37.5 hours per week) or 80.0 (40.0 hours per week).
7. The employee must sign and date this form
  8. The supervisor must sign, print their name, and include a telephone number where they can be contacted during working hours.
  9. Forward this completed form to the Payroll Department, Garden Level, 720 University Place, EV Campus.

Example of a completed 'New Schedule' form for a Biweekly employee who is starting a 'Flex' schedule and whose department documents time as 'Elapsed':

**NORTHWESTERN UNIVERSITY  
HUMAN RESOURCES**

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

New Schedule:  OR Change to Existing Schedule:

Name Jean Doe ID# 1000000

Department Name/Number Human Resources 044500

Campus Phone: 1-5912

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
Sunday				
Monday				3.5
Tuesday				8.5
Wednesday				8.5
Thursday				8.5
Friday				8.5
Saturday				
Sunday				
Monday				3.5
Tuesday				8.5
Wednesday				8.5
Thursday				8.5
Friday				8.5
Saturday				
<i>Pay Period</i>	-	-	-	75.0
<i>Total Hours</i>				

*If your schedule changes on a permanent basis, complete a new form immediately and send it to Payroll, Garden Level, 720 University Place, EV Campus.*

**Example of a completed Schedule form change for a Biweekly employee whose department documents time as 'In/Out':**

**NORTHWESTERN UNIVERSITY  
HUMAN RESOURCES**

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

New Schedule:  OR Change to Existing Schedule:

Name Harry Q Public ID# 1000001

Department Name/Number Human Resources 044500

Campus Phone: 1-5912

Please Check One:

How do you currently report your time?

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

	<b>START TIME</b>	<b>LUNCH</b>	<b>END TIME</b>	<b>TOTAL HOURS</b>
<b>Sunday</b>				
<b>Monday</b>	7:00	½ hr	3:30	8
<b>Tuesday</b>	7:00	½ hr	3:30	8
<b>Wednesday</b>	7:00	½ hr	3:30	8
<b>Thursday</b>	7:00	½ hr	3:30	8
<b>Friday</b>	7:00	½ hr	3:30	8
<b>Saturday</b>				
<b>Sunday</b>				
<b>Monday</b>	7:00	½ hr	3:30	8
<b>Tuesday</b>	7:00	½ hr	3:30	8
<b>Wednesday</b>	7:00	½ hr	3:30	8
<b>Thursday</b>	7:00	½ hr	3:30	8
<b>Friday</b>	7:00	½ hr	3:30	8
<b>Saturday</b>				
<i>Pay Period</i>	-	-	-	80.0
<i>Total Hours</i>				

***If your schedule changes on a permanent basis, complete a new form immediately and send it to Payroll, Garden Level, 720 University Place, EV Campus.***