TIME-OFF OR SCHEDULE REQUEST

Date of request

Employee name

Position

To (supervisor or scheduler)

Department or location

Type of request

- [ ] Time off, paid
- [ ] Time off, unpaid
- [ ] Schedule change
- [ ] Shift swap
- [ ] Other

First date requested

Last date requested

Hours or shift affected

Coworker covering, if any

Reply requested by (date)

Reason, where policy requires one

Employee signature

Date

REPLY (save the reply with this request)

Reply received (date and how: email, system, in person)

- [ ] Approved
- [ ] Not approved

Reply or conditions, in the supervisor's words

Supervisor name

Date

Fill in the blue fields. If the answer came in person, confirm it in a short message the same day and note it above.

TIMESHEET

Workplace Request Packet
Part 2 of 3

Employee name | Position | Workweek begins | Workweek ends

Day	Date	Time in	Meal out	Meal in	Time out	Daily total	Notes (corrections with date)
Mon							
Tue							
Wed							
Thu							
Fri							
Sat							
Sun							

Week total hours:

Regular hours (up to 40):

Overtime hours (over 40):

Enter times as 8:00 am or 16:30. Totals subtract the meal break and calculate automatically; check them against your own count.

Employee signature | Date | Supervisor approval | Date

Fill in each day's times on that day. Correct a missed punch the same day and have the supervisor initial the note.

EXPENSE REPORT

Employee name

Position

Report date

Trip, project or period covered

Date	Vendor	Purpose	Category	Amount

Total:

☐ A receipt for every line is attached, in the same order as the lines above.

Employee signature

Date

Approved by

Date

Fill in the blue fields. Line amounts add to the total automatically.