# Employee Schedule Worksheet

Your Name: ID:

**Please have this worksheet and a writing utensil with you when you schedule.**
**Make sure you provide the scheduler with your EMPLOYEE NUMBER for accurate scheduling.**
**If there is a discrepancy between this worksheet and Protatech, Protatech will be considered correct.**
**You are still required to CALL THE SCHEDULING OFFICE each week regardless as there may be additional work available.**
**This worksheet is for you to keep track of your scheduled shifts and should be kept thru the pay date for easy reference.**

| Date of Event | Event | Location | Call Time | Uniform Req. | Position | Scheduler | Date Called |
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