

Monmouth University  
Office of Human Resources

Staff Employee  
Work Schedule Form

Employee:

Name:	
Type:	
Number:	
Title:	
Department:	
Authorized Hours:	
Authorized Weeks:	
Effective Date:	
End Date (if applicable):	

Work Schedule (Hours):

	Thu	Fri	Sat	Sun	Mon	Tue	Wed
In							
Out							

Lunch period :     1 Hour     ¾ Hour     ½ Hour

Dept Head Signature		Date	
Dean/Assoc VP Signature *		Date	
Area Cabinet Officer Signature *		Date	
HR Signature *		Date	

\*The normal workday for full-time staff employees is from 8:45 am to 5:00 pm with a one-hour unpaid lunch period.

Any request by an employee for any variation in the normal work schedule must be endorsed in writing by the department head, approved by the area vice president and the Director of Human Resources.