



**PERMANENT FLEX SCHEDULE REQUEST**

Date	
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Employee Name	
Employee Per#	
Title	

Supervisor Name	
Supervisor Per#	
Title	

Exempt
Nonexempt

Day	Time In	Time Out	Hours Worked (including lunch)	Hours Worked (excluding lunch)
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
<b>Total</b>				

Lunch Break (30 or 60 minute)

<u>Employee's Signature</u>		<u>Date</u>	
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<u>Supervisor's Signature</u>		<u>Date</u>	
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<u>Director of Finance's Signature</u>		<u>Date</u>	
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<u>Dean's Signature</u>		<u>Date</u>	
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