**WORK SHEDULE CHANGE FORM**

**The next page shows a sample of the Work Schedule Change Form. This is a fillable Adobe form. If you do not have this form on your computer, please let your CSR know and it will be emailed to you.**

**Work Schedule Change Forms must be submitted for the following: New Hire, Tech Transfer, Shift Change, extended orders, or any time the work schedule changes (other than the normal changes per the Technician Calendar).**

**The effective date will always be the beginning date of the affected pay period (Sunday). This is the case even if the change is for only Week 1 or Week 2.**

**Per the USPFO policy, Work Schedule Changes need to be approved by the Directorate.**

