Please use this form when a change is needed to an employee's role, schedule, pay, supervisor, work crew, etc.

Employee's Name: [   ]   **HUID**: [   ]

Current Total Hours: [   ]   **Position Number:** [   ]

Need Supervisor Access: **Careers Req#/Bid#:** [   ]

Check here if this is a foreman role? * [ ]   *By checking this box you are requesting that a 13% shift differential will be added to the pay rate.*

*Supervisor access to mirror:

Start Date: [   ]   **End Date:** [   ]
If temporary

New Work Crew#:   **(select work crew # from drop down menu.)**

Please use the table below to show new work orders and schedule. Please include the start and finish time assigned to each work order for each day.

Work order #	Sunday Start/End	Monday Start/End	Tuesday Start/End	Wednesday Start/End	Thursday Start/End	Friday Start/End	Saturday Start/End

New # of Hours (if changed):   **New Pay rate (if changed):**

New Supervisor (if changed):   **New Shift Differential (if changed):**

Supervisors

Progress: **Primary:**

Back up 1	Back up 2	Back up 3	Back up 4	Back up 5	Back up 6	Back up 7	Back up 8	Back up 9	Back up 10

Foreman

Primary:

Back up 1	Back up 2	Back up 3	Back up 4	Back up 5	Back up 6	Back up 7	Back up 8	Back up 9	Back up 10

Signatures for Approval:

1. **Supervisor:**   3. **Senior Director:**

2. **Business Unit Director:**

Please send form for Transportation to kristen_confalone@harvard.edu
Please send forms for FMO to darlene_boutsabouabane@harvard.edu