



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#: [ ]

\*Supervisor access to mirror:

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.

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