



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

Effective Date:

Employee's Name:

HUID:

Current Total Hours:

Position Number:

Need Custodial Supervisor access:

Careers Req#
(Bid#):

Need Advanced Maximo Access*:

Check here if this a
crew chief role:

***Supervisor access to mirror:**

HMS/HSDM 12311
Main Campus 12310

Start Date:

End Date:

If temporary

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

Reason for change (notes):

New # of Hours (if changed):

New pay rate (if changed):

New Supervisor (if changed):

Shift differential (if changed):

Supervisors

Progress:

Primary:

Note: Please fill in all 4 supervisor fields. Progress Supervisor and Primary Supervisor should match. Johanna Brabham is always listed as last supervisor.

Backup Supervisor:

Backup Supervisor:

Signatures for Approval

1. Operations Manager (required):

3. Director, Custodial Services:

2. Associate Director, Custodial Services (required):

Please send form to Liz Osgood at elizabeth_osgood@harvard.edu