|  |  |
| --- | --- |
| **Employee Name** |  |
| **Employee ID Number** |  |
| **Department # / Name**  **Number** |  |
| **Date** |  |
| **Director/Delegate Signature** |  |
| **Schedule Start Date** |  |
| **Rotation Week at Start Date** |  |

Select a Shift Type and week that corresponds to Schedule Start Date:

**SSDC, CRIM, EXPORT Schedules**

**R10 SHF SSDC**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
| **X** | **9** | **9** | **X** | **9** | **9** | **X** |
| **X** | **9** | **9** | **8** | **9** | **9** | **X** |

**R08 SHF CRIM 3 WEEK**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
| **A** |  | **X** | **7** | **7** | **7** | **7** | **7** | **X** |
| **B** |  | **X** | **8** | **8** | **8** | **8** | **8** | **X** |
| **C** |  | **X** | **16** | **16** | **16** | **16** | **16** | **X** |

**R08 SHF CRIM 12 Week**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
| **A** |  | **X** | **16** | **16** | **16** | **X** | **8** | **7** |
| **B** |  | **7** | **X** | **8** | **8** | **8** | **8** | **X** |
| **C** |  | **X** | **16** | **16** | **16** | **16** | **16** | **X** |
| **D** |  | **X** | **8** | **8** | **8** | **8** | **8** | **X** |
| **E** |  | **X** | **8** | **8** | **X** | **16** | **16** | **15** |
| **F** |  | **15** | **X** | **8** | **8** | **8** | **8** | **X** |
| **G** |  | **X** | **16** | **16** | **16** | **16** | **16** | **X** |
| **H** |  | **X** | **8** | **8** | **8** | **8** | **X** | **23** |
| **I** |  | **23** | **X** | **8** | **8** | **8** | **8** | **X** |
| **J** |  | **X** | **23** | **23** | **23** | **23** | **23** | **X** |
| **K** |  | **X** | **16** | **16** | **16** | **16** | **16** | **X** |
| **L** |  | **X** | **8** | **8** | **8** | **8** | **8** | **X** |

**R10 SHF XPORT 6 WEEK R10 SHF XPORT 7 WEEK**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |  |  |  |  | **Su** | **Mo** | **Tu** | **We** | **Th** | **Fr** | **Sa** |
| **A** |  | **X** | **700** | **700** | **X** | **700** | **700** | **X** |  |  | **A** |  | **X** | **700** | **700** | **X** | **700** | **700** | **X** |
| **B** |  | **X** | **X** | **530** | **530** | **530** | **530** | **X** |  |  | **B** |  | **X** | **X** | **530** | **530** | **530** | **530** | **X** |
| **C** |  | **X** | **530** | **X** | **530** | **530** | **530** | **X** |  |  | **C** |  | **X** | **530** | **X** | **530** | **530** | **530** | **X** |
| **D** |  | **X** | **700** | **700** | **X** | **700** | **700** | **X** |  |  | **D** |  | **X** | **700** | **700** | **X** | **700** | **700** | **X** |
| **E** |  | **X** | **530** | **530** | **530** | **X** | **530** | **X** |  |  | **E** |  | **X** | **530** | **530** | **530** | **X** | **530** | **X** |
| **F** |  | **X** | **530** | **530** | **530** | **530** | **X** | **X** |  |  | **F** |  | **X** | **530** | **530** | **530** | **530** | **X** | **X** |
|  |  |  |  |  |  |  |  |  |  |  | **G** |  | **X** | **530** | **530** | **X** | **530** | **530** | **X** |

***NOTE:*** Numbers is cells represent shift start times in 24 hour mode. Actual schedules found in MCtime will be modified to assure

hours are awarded on day in which preponderance of hours is scheduled. Rxx, “xx” indicates hours per day.

For MCtime Functional Team Only

**Processed By: \_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_ Notified: \_\_\_\_\_\_\_\_ Reviewed By: \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_**