Instructions for Completing the : UW`ḿḯc `bḦf]a Manager Work Calendar

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Some browsers, such as Mozilla Firefox, are not compatible with fillable PDF forms. For that reason it is best to download the form to your hard-drive prior to completing your work calendar.

General Directions

At the top of the schedule, employees should input their information: Complete your Name, Campus and employee ID number.

Once the calendar is complete, the required days should match the total days at the bottom of the work calendar.

Once the calendar is complete, employees should sign and date the top signature line ("Employee") and provide their calendar to their area manager for approval. The hiring manager should sign and date the second signature line ("Supervisor") and route to the appropriate administrative office at their campus/location. The administrative office will forward the signed/approved calendar(s) to Human Resources where they will be added to the employee's personnel file.

Examples of completed calendars are on pages 4 and 5. Please contact Human Resources at ¦˘}ˆæ̀\@losrios.edu or 916-568-3179 if there are any questions.