

**DOCUMENTATION OF EMPLOYEE
CORE HOURS**

(Please post in unofficial OPF and in payroll file)

EMPLOYEE NAME _____

DUTY LOCATION _____

**IMMEDIATE
SUPERVISOR** _____

(If that position is vacant, The Acting GS/RAC or
SAC/ASAC can authorize)

**OFFICE CORE
HOURS** **8:30-5:00 Monday thru Friday**

EMPLOYEE'S HOURS _____

Alternate work schedule yes _____ no _____

List your RDO _____
(i.e. 1st Monday in PP, etc.)

COMMENTS: _____

REQUESTED BY: _____
(Employees Signature and Date)

AUTHORIZED BY: _____
(Supervisor's Signature and Date)