

FAX Completed Form to Payroll at 301-757-9528

WORK SCHEDULE								
SSN:	NAME:				ACT UIC:		DIST:	
EFFECTIVE DATE _____ T&A STATUS CODE _____ AWS CODE _____ HOURS OF WORK _____ TO _____								
***** PAY PERIOD TOUR OF DUTY *****								
	SUN	MON	TUE	WED	THU	FRI	SAT	SUN PAY
WK 1	_____	_____	_____	_____	_____	_____	_____	(Y/N)
WG SHIFT	_____	_____	_____	_____	_____	_____	_____	
GS NGT DIFF	_____	_____	_____	_____	_____	_____	_____	_____
WK 2	_____	_____	_____	_____	_____	_____	_____	
WG SHIFT	_____	_____	_____	_____	_____	_____	_____	
GS NGT DIFF	_____	_____	_____	_____	_____	_____	_____	_____
STANDING JOB ORDER NUMBER: _____								
_____ SUPERVISOR SIGNATURE			_____ DATE SUBMITTED			_____ PHONE NUMBER		

REFERENCE CODES AND DEFINITIONS:

- T&A – TIME AND ATTENDANCE
- AWS – ALTERNATE WORK SCHEDULE – ENCLOSURE 1 – AWS CODES
- ACCT UIC – 00421
- DIST – COST CENTER
- STANDING JOB ORDER NUMBER – A JOB ORDER NUMBER USED WEEKLY AT LEAST 25% OF THE TIME

Privacy Act Notice: AUTHORITY, 5 U.S.C. 3301, 3301, Solicitation of your Social Security Number (SSN) is authorized by Executive Order 9397, which requires agencies to use the SSN as the means for identifying individuals in personnel information systems. Your SSN will only be used to ensure that your correct information is recorded along with the other employee information that your agency and OPM collects on you. This information is used by the Civilian Personnel Office (Total Force Strategy & Management Office) and management officials to properly identify employees who are hired into the Department of the Navy and to properly set up the employees records. Furnishing your SSN or any other requested data for this collection effort is voluntary and failure to do so will have no effect on you. It should be noted, however, that where individuals decline to furnish their SSN, the SSN will be obtained from other records in order to ensure accurate and complete data.