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# EMPLOYMENT AGREEMENT SCHEDULE

## EMPLOYMENT INFORMATION:

EMPLOYEE ID # \_\_\_\_\_

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

FT    FTE    PT    FT INSTRUCTOR    ADJUNCT    ADJUNCT-FTE    FLAT RATE EMPLOYEE

LOCATION: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

TITLE: \_\_\_\_\_ REPORTS TO: \_\_\_\_\_

MANAGER'S PHONE #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

WEEKLY SCHEDULE	DAY	WEEK 1:		TOTAL HOURS	WEEK 2:		TOTAL HOURS
		TIME IN	TIME OUT		TIME IN	TIME OUT	
<input type="checkbox"/>	Monday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<input type="checkbox"/>	Tuesday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<input type="checkbox"/>	Wednesday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<input type="checkbox"/>	Thursday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<input type="checkbox"/>	Friday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<input type="checkbox"/>	Saturday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
<input type="checkbox"/>	Sunday	<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	

  

BREAKDOWN BY RATES/HOURS (if applies)	WEEK 1 - TOTAL HOURS: _____			WEEK 2 - TOTAL HOURS: _____		
	Category: _____	Pay Rate: _____	Hours: _____	Category: _____	Pay Rate: _____	Hours: _____
	Category: _____	Pay Rate: _____	Hours: _____	Category: _____	Pay Rate: _____	Hours: _____
	Category: _____	Pay Rate: _____	Hours: _____	Category: _____	Pay Rate: _____	Hours: _____

**UNLESS APPROVED IN ADVANCE BY YOUR DEPARTMENT'S MANAGER, YOU WILL NOT BE PAID FOR HOURS IN EXCESS OF THE HOURS SPECIFIED ABOVE. BE SURE TO MONITOR YOUR HOURS THROUGHOUT EACH PAY PERIOD.**

- I received and accept my bi-weekly work schedule and will inform my immediate supervisor if there is a need to change it.
- I understand that I can not clock in/out for more than 15 minutes before or after scheduled time.
- I understand that up to 15 minutes of early or late punch will be rounded to the scheduled in and out times respectively.

I accept and agree with the assigned schedule, rules and regulations provided above.

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

### DOWNTOWN BROOKLYN

81 Willoughby Street  
Brooklyn, NY 11201  
Tel.: 718 - 522-9073

### MIDTOWN MANHATTAN

1293 Broadway/One Herald Center  
New York, NY 10001  
Tel.: 212-672-6450

### NORTH MIAMI BEACH

3909 N.E. 163rd Street  
North Miami Beach, FL 33160  
Tel.: 786-279-1740