

U.S. DEPARTMENT OF ENERGY
WESTERN AREA POWER ADMINISTRATION
TOUR OF DUTY

1. Employee's Name	2. Organization Code	3. Title, Pay Plan & Series
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5. <u>EMPLOYEE STATUS</u>		6. <u>WORK SCHEDULE</u>		7. <u>APPOINTMENT TYPE</u>		8. <u>CHANGE TYPE</u>	
	New		1. Flexitour		Career/Career Conditional		Permanent
	Existing		2. Gliding		Pathways Intern NTE:		Temporary (Part-time employees only)
			3. Variable Day		Pathways Intern		NTE: <i>(if applicable)</i>
			4. Variable Week	Other:			Part-Time to Part-Time
			5. Maxiflex				Part-Time to Full-Time
			6. Compressed (5/4/9)				Full-Time to Part-Time
			D. Variable (AD--shift workers)				Full-Time to Full-Time
			8. Compressed (4/10)				
			I. Intermittent				

9. Hours of Duty					
First Week			Second Week		
	Start Time	End Time		Start Time	End Time
Sunday			Sunday		
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Hours of duty must be between 6:00 a.m. and 6:00 p.m., they must include core hours of Monday – Friday, 9:00 a.m. to 3:00 p.m. unless you are on MaxiFlex (those core hours are Tuesday, Wednesday and Thursday from 10:00 a.m. to 2:00 p.m.). All schedules must include at least a 30 minute unpaid lunch period.					

Employee Signature_____
Date_____
Supervisor's Signature_____
Date**Distribution:**

Supervisor and Timekeeper/Lead Timekeeper

For Part-Time to Full-Time or Full-Time to Part-Time changes: work with HR Business Partner as they will need to initiate a change in Workday and attach the new form to that action.