

# HOW TO USE THE REQUEST OF EMPLOYEE SCHEDULE CHANGE FORM

## PowerForm Signer Information

Please designate the "Employee" and their "Department Administrator" to approve this schedule change. Email addresses must be Cal Poly email addresses.

Please enter your name and email to begin the signing process.

Your Role:

**Requester**

Your Name:

Joe Mustang

Your Email:

jmustang@calpoly.edu

Please provide information for any other signers needed for this document.

Role:

**Employee**

Name:

Jane Mustang

Email:

jmustang@calpoly.edu

Role:

**Department Administrator**

Name:

John Mustang

Email:

jmustang@calpoly.edu

Begin Signing

Launching the form from the Payroll Services website brings you to the PowerForm creation page.

1. Enter your information here. Doing so allows you to correct the envelope later if necessary, see the status of the envelope and receive a completed copy all through your DocuSign dashboard.

2. Enter the employee whose schedule is changing here. The requester and employee may be the same if you are filling out the form for yourself.

3. Enter the Department Administrator who will be approving the schedule change here.

4. Click "Begin Signing" to create the form

Make sure to use only Cal Poly email addresses.



CAL POLY



Payroll Services sent you a document to review and sign.

REVIEW DOCUMENT

Payroll Services  
[payroll-services@calpoly.edu](mailto:payroll-services@calpoly.edu)

The Employee Schedule Change Form has been initiated because of a change from or to an alternate or compressed work schedule. Please fill out all sections assigned to you.

Click the link in the email sent by DocuSign to launch the form.

You may then be directed to authenticate your Cal Poly portal credentials.

