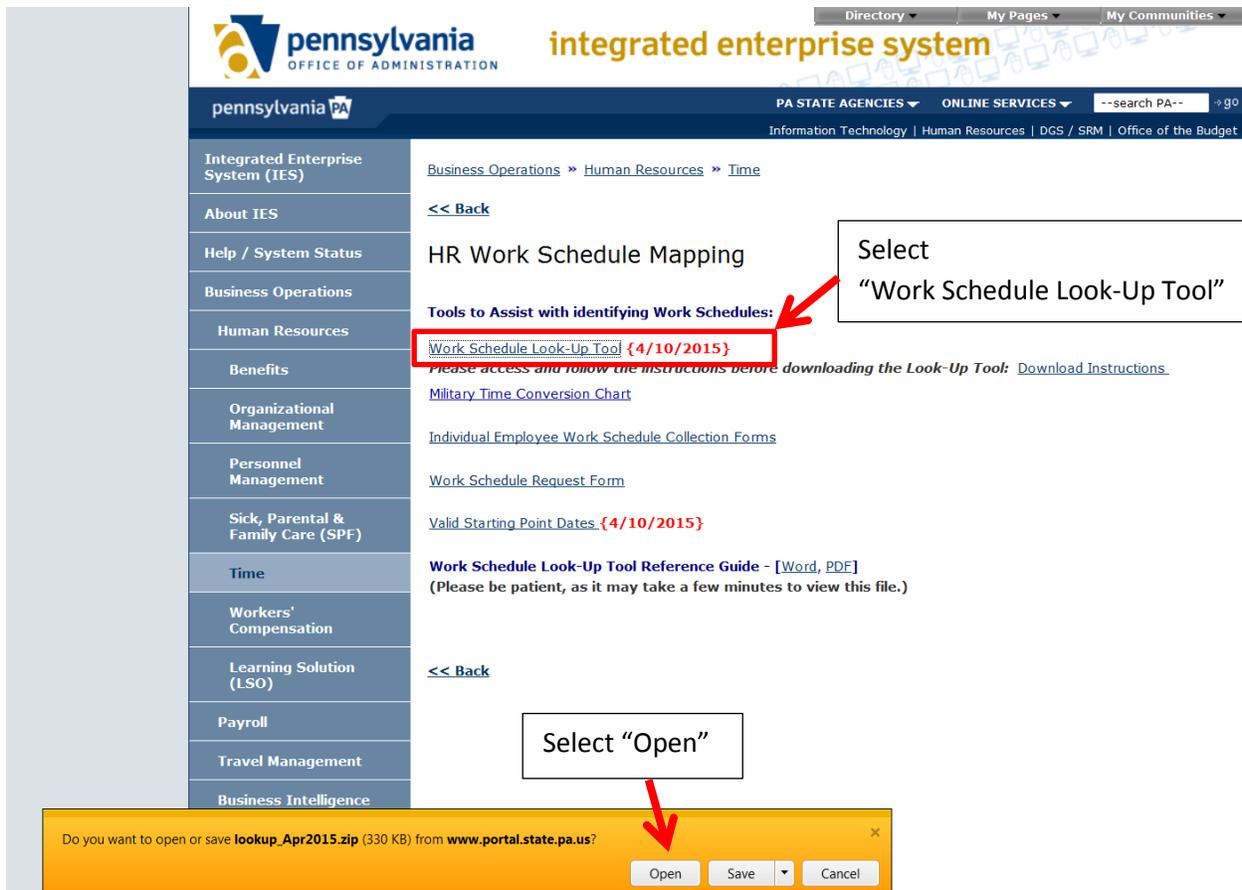


Download Instructions for Work Schedule Look-Up Tool

NOTE: If you have any previous Work Schedule Look-Up Tool files on your desktop, they must be deleted before attempting to download.



Business Operations » Human Resources » Time

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HR Work Schedule Mapping

Tools to Assist with identifying Work Schedules:

Work Schedule Look-Up Tool {4/10/2015}

Please access and follow the instructions before downloading the Look-Up Tool: [Download Instructions](#)

[Military Time Conversion Chart](#)

[Individual Employee Work Schedule Collection Forms](#)

[Work Schedule Request Form](#)

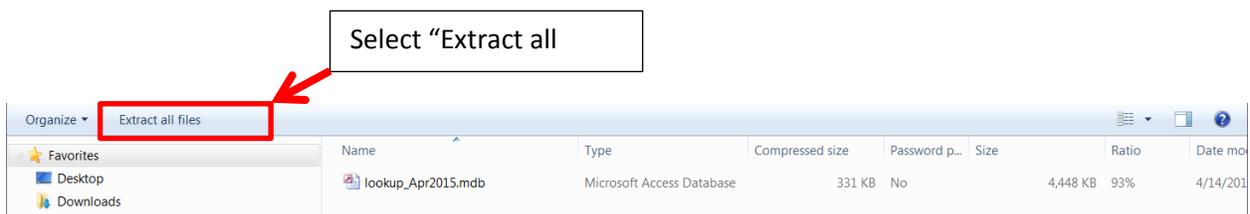
[Valid Starting Point Dates {4/10/2015}](#)

Work Schedule Look-Up Tool Reference Guide - [Word, PDF]
(Please be patient, as it may take a few minutes to view this file.)

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Do you want to open or save **lookup_Apr2015.zip** (330 KB) from **www.portal.state.pa.us**?

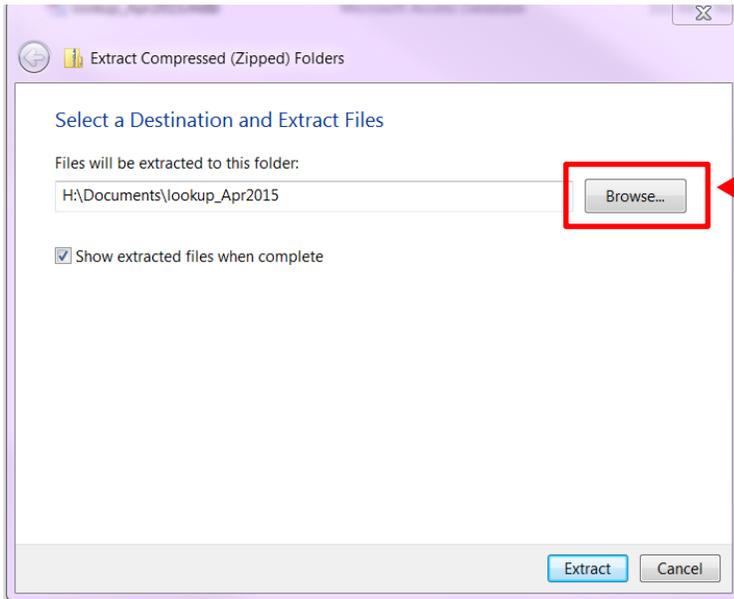
Open Save Cancel



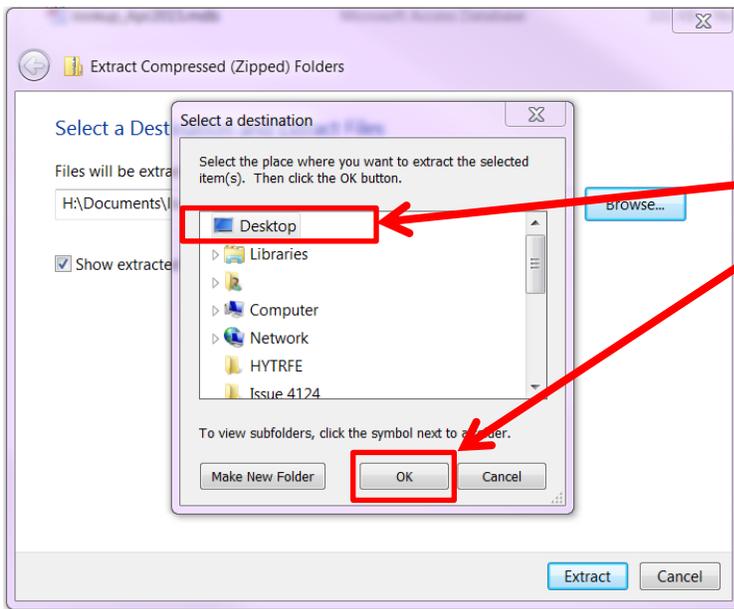
Organize Extract all files

Name	Type	Compressed size	Password p...	Size	Ratio	Date mo
lookup_Apr2015.mdb	Microsoft Access Database	331 KB	No	4,448 KB	93%	4/14/201

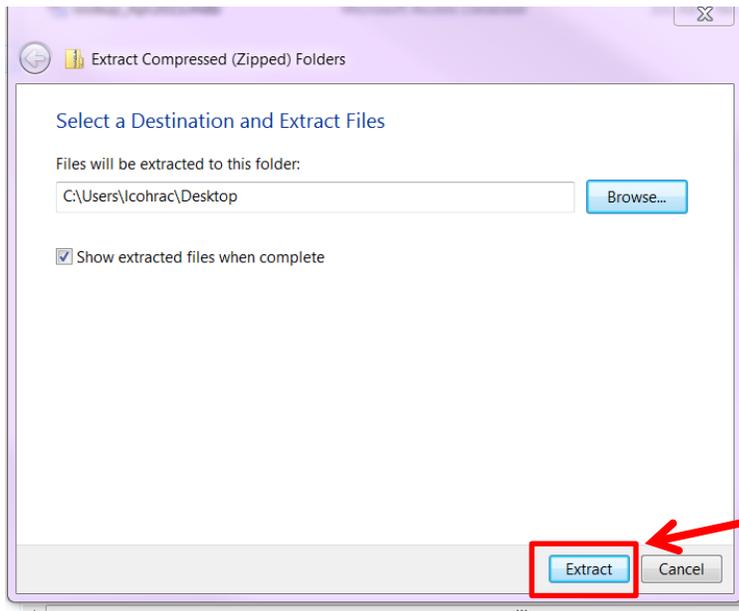
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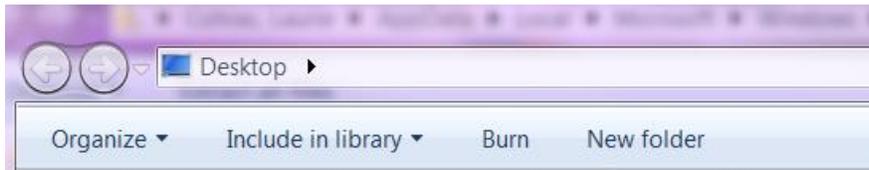
Select "Browse"



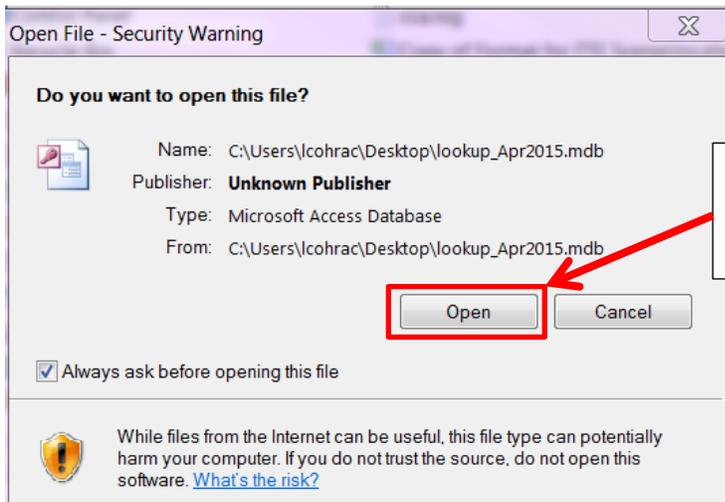
Select "Desktop"
and then select "OK"



Select "Extract"



Double-click the file to open it.



Select "Open" to access the Work Schedule Look-Up Tool.

The Work Schedule Look-Up Tool is saved on your Desktop.