

PC/DHRA/DEM
12/13/2024

Employee Signature	Date	Supervisor Signature	Date
TO BE COMPLETED BY HR ADMINISTRATOR:			
Work schedule updated in KHRIS on _____ / By: _____			
If telecommuting, does Work Tax Area (IT0208) require an update? YES / NO			
If Yes, WTA updated in KHRIS on _____ / By: _____			
NOTES:			
<ul style="list-style-type: none">• If temporary, please be sure to use appropriate end dates.• If telecommuting, ensure alternate address is set-up in KHRIS and any home addresses are entered accordingly.			