

# TARGET CENTER

## GUEST SERVICES- SHIFT CHANGE FORM

### EMPLOYEE RELEASING SHIFT COPY

I, \_\_\_\_\_, agree to work the following shift(s) \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_.

#### Office Use Only

Date Received: \_\_\_\_\_

Processor: \_\_\_\_\_

Date \_\_\_\_\_

Approved

Not Approved

# TARGET CENTER

## GUEST SERVICES- SHIFT CHANGE FORM

### EMPLOYEE ACCEPTING SHIFT COPY

I, \_\_\_\_\_, agree to work the following shift(s) \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_.

#### Office Use Only

Date Received: \_\_\_\_\_

Processor: \_\_\_\_\_

Date \_\_\_\_\_

Approved

Not Approved

# TARGET CENTER

## GUEST SERVICES- SHIFT CHANGE FORM

### FILE COPY

I, \_\_\_\_\_, agree to work the following shift(s) \_\_\_\_\_  
\_\_\_\_\_ for \_\_\_\_\_.

Employee Releasing Shift's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Accepting Shift's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Office Use Only

Date Received: \_\_\_\_\_

Processor: \_\_\_\_\_

Date \_\_\_\_\_

Approved

Not Approved