

# ABSENCE EVENT



Main Menu>Manager Self-Service>Time Management>Report Time>Timesheet

<b>NAME</b>	<b>DEPARTMENT/SCHOOL/LOCATION</b>	<b>EMPLOYEE ID</b>

<b>REPORTING PERIOD DATE</b>	<b>TOTAL HOURS ABSENT</b>

	<b>START DATE</b>	<b>END DATE</b>	<b>ABSENCE NAME</b>	<b>DURATION (NUMBER OF HOURS)</b>	<b>NOTES/DETAILS</b>
1					
2					
3					
4					
5					
6					
7					

- Bereavement
- Educational Activities
- Floating Holiday
- Jury Duty
- Sick Leave
- Vacation Leave

<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>

<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

<b>TIMEKEEPER SIGNATURE</b>	<b>DATE</b>