

UCSD DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING MONTHLY ABSENCE / OVERTIME REPORT

Instructions: Complete top portion of form, entering name, current pay period, and type of appointment. Enter index(es) from which you are paid. Enter absence and overtime hours on the appropriate day of the month, using codes below. Do not enter regular work hours. Record actual absence/overtime for the first two weeks of the month, project time for the rest of the month. Total hours for various codes below current month. If there are any adjustments to previous month's time (additional absences or overtime), record in the second chart. Sign sheet and forward to supervisor for approval. ***DUE TO CSE HR COORDINATOR BY THE 15TH OF EACH MONTH (PRIOR WORKDAY IF THE 15TH FALLS ON A WEEKEND OR HOLIDAY).***

NAME (Please print): _____ PAY PERIOD: MONTH: _____ YEAR: _____

TYPE OF APPOINTMENT: CAREER LIMITED APPT ACADEMIC

INDEX		ACTUAL														PROJECTED																
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	HRS																															
	Code																															
2	HRS																															
	Code																															

SUMMARY TOTALS: SICK VACATION OVERTIME OTHER Code(s): _____

ADJUSTMENT TO PREVIOUS MONTHS TIME? YES NO MONTH: _____

INDEX		15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
1	HRS																	
	Code																	
2	HRS																	
	Code																	

Employee Signature Date

Supervisor Signature Date

Department Review Date

Absence and Overtime Codes

- V: Vacation CTE: Comp Time Earned LWOP: Leave Without Pay
- S: Sick CTT: Comp Time Taken
- OT: Overtime J: Jury Duty