

California State University, East Bay
**ABSENCE AND ADDITIONAL
 TIME WORKED REPORT**

<input type="checkbox"/> REVISION	TIME BASE	FLSA	CBID
<input type="checkbox"/> 4XDOLI	<input type="checkbox"/> J0XOWLSOH 3R	<input type="checkbox"/> ([HPSW	
<input type="checkbox"/> 1RQ 4XD	<input type="checkbox"/> Osee r v r s e	<input type="checkbox"/> 1RQ ([HPSW	

1 DP (first) (MI) (Last) 3HRSOH6RIW (P) 5HF 8QLW

Refer to instructions on reverse to complete this report

<input type="checkbox"/> Absences With Pay	<input type="checkbox"/> \$'0/ 033 3DLG \$GPLQLVWUDW	<input type="checkbox"/> ADO/Holiday Credit/CTO/Shift Differential
<input type="checkbox"/> 6/ 6LFN /HDYH 6HOI	<input type="checkbox"/> (0 (PHUJHQF\ 0L0LWDU\ /HDYH	<input type="checkbox"/> \$'2 UGHU
<input type="checkbox"/> 6/ 6LFN OHDYH)DPLO\ LQGLF	<input type="checkbox"/> V8/UHODLWLRQDVKLS\ EYHORZWWDF	<input type="checkbox"/> +& +ROLDG\ &UHGLW 3K\VLFLDQV 3RO
<input type="checkbox"/> 6/%/ 6LFN /HDYH ([WHQGHG %HU	<input type="checkbox"/> DYHPHQW\ 'XW\	<input type="checkbox"/> &72 3&RPSHQVDWRU\ 7LPH 2II (DUQHG DW
<input type="checkbox"/>)/)XQHDO /HDYH	<input type="checkbox"/> 6: 6XESRHDHG :LWQHVV	<input type="checkbox"/> &72 6&RPSHQVDWRU\ 7LPH 2II (DUQHG DW
<input type="checkbox"/> 5HODWLRQVKLS	<input type="checkbox"/> 87 8QLRQ 7LPH	<input type="checkbox"/> LPEXUVHG
<input type="checkbox"/> 9\$ 9DFDWLRQ	<input type="checkbox"/> FKHF 8QLRQ 7LPH LV UH	<input type="checkbox"/> Regular Work Schedule - Excess Hours Calculation
<input type="checkbox"/> &7 &RPSHQVDWRU\ 7LPH 2II &	<input type="checkbox"/> 03 0DWHU QDWHUQLW\ \$GR	<input type="checkbox"/> GD\ SS KUV GD\ SS KUV
<input type="checkbox"/> 3+ 3HUVRQDO +ROLDG\	<input type="checkbox"/> 2 +&UHGLWQJ +ROLDG\ &UHGLW	<input type="checkbox"/> WLPHEDVH

<input type="checkbox"/> Absences Without Pay	<input type="checkbox"/> \$EVHQFH ZLWKRXX 3D\	Refer to the CSU East Bay Payroll website (http://www.csueastbay.edu/payroll) for CSU Paydays, Staff and Faculty calendars and Holiday Schedule
<input type="checkbox"/> \$:2/ 8QDSSURYHG \$EVHQFH	<input type="checkbox"/> \$FWXDO 6FKHG XOHG +RXUV	
<input type="checkbox"/> / ,QIRUPDO /HDYH ZLWKRXX 3D\	<input type="checkbox"/> IURP ,UUHJXODU :RUN 6FKHG XOH EHORZ	

,QFOXGH DOO GDWHV LQ SD\ SHULRG VHH 6WDWH 3D\ 3HULRG 6FKHG XOH (PSOR\HHV ZRUNLQJ ,UUHJXODU																																				
3D\ 3HU	31	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	727\$ / +2856		
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6FKHG																																				

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0HGLFDO \$SSR Q'W RMDW \$SSRLQWPHQW
 &RPPHQWV DQG IDPLO\ UHODWLRQVKLS ZKHQ XVLQJ 6LFN /HDYH)DPLO\

To the best of my knowledge and belief, the facts stated are accurate and in full compliance with legal requirements. I understand substantiation shall be required for leave usage in accordance with current Bargaining Unit Contracts and/or CSU Policies.

I approve the use and/or overtime as indicated above. I understand substantiation shall be required and attached in accordance with current Bargaining Unit Contracts and/or CSU Policies.

Payroll Use Only