

Absence Adjustment Form

This form should be used for time not entered in T&L such as sick, personal, vacation, banked vacation, or Jury Duty. We will not accept requests for changes via E-mail. Please do not use this form for Comp Time and/or excused absences. Contact your campus Payroll Specialist or Compensation Technician for assistance.

Employee Name: _____

Employee ID # _____

Change previous reported absence as follows:

Previously reported as : _____ Hrs of _____ (sick/vac./per./banked vacation/Jury Duty)
Change to: _____ Hrs of _____ (sick/vac./per./banked vacation/Jury Duty)
Date Used _____

Previously reported as : _____ Hrs of _____ (sick/vac./per./banked vacation/Jury Duty)
Change to: _____ Hrs of _____ (sick/vac./per./banked vacation/Jury Duty)
Date Used _____

Time Not previously reported:

Date Used: _____ Hrs _____	(sick/vac./per./banked vacation/Jury Duty)
Date Used: _____ Hrs _____	(sick/vac./per./banked vacation/Jury Duty)
Date Used: _____ Hrs _____	(sick/vac./per./banked vacation/Jury Duty)
Date Used: _____ Hrs _____	(sick/vac./per./banked vacation/Jury Duty)
Date Used: _____ Hrs _____	(sick/vac./per./banked vacation/Jury Duty)

I certify that the above changes correctly reflect the amended absences of the employee for the period indicated.

Manager Printed name: _____ **Signature:** _____

Campus Location: _____ **Extension#** _____

Date: _____ **Dept ID#:** _____