

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

<b>PAY PERIOD:</b>	<input type="checkbox"/> REVISION (Replaces all previous reports for this pay period)	<b>TIME BASE</b> <input type="checkbox"/> FT <input type="checkbox"/> INT time base fraction	<b>FLSA</b> <input type="checkbox"/> Exempt <input type="checkbox"/> NonExempt	<b>CBID</b>
<input type="checkbox"/> Qualifying <input type="checkbox"/> Multiple Positions <input type="checkbox"/> Non-Qualifying (see reverse)				

Name (First)	(MI)	(Last)	PeopleSoft Employee ID	Rec #	Unit
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Refer to instructions on reverse to complete this report

- Absences With Pay**
- SL01 Sick Leave Self
  - SL02 Sick leave Family-indicate relationship below
  - SLBL Sick Leave Extended Bereavement  
Relationship \_\_\_\_\_
  - FL01 Funeral Leave  
Relationship \_\_\_\_\_
  - VA01 Vacation
  - CT01 Compensatory Time Off (CTO) credits
  - PH01 Personal Holiday

- ADML MPP Paid Administrative Leave
- EM01 Emergency Military Leave
- ML01 Military Leave (attach Orders)
- JD01 Jury Duty
- SW01 Subpoenaed Witness
- UT01 Union Time  
 check if Union Time is reimbursed
- MP01 Maternity/Paternity/Adoption Leave
- HC01 Using Holiday Credit

- ADO/Holiday Credit/CTO/Shift Differential**
- ADO Alternate Day Off (CSUEU, APC, & SETC ONLY)
  - HC05 Holiday Credit (Physicians & Police Officers ONLY)
  - CTO P Compensatory Time Off (Earned at 1.5)
  - CTO S Compensatory Time Off (Earned at 1.0)

- Absences Without Pay**
- A Absence without Pay (AWOL - Unapproved Absence)
  - L Informal Leave without Pay

Refer to the CSU East Bay Payroll website (<http://www.csueastbay.edu/payroll>) for CSU Paydays, Staff and Faculty calendars and Holiday Schedule

**Irregular Work Schedule - Excess Hours Calculation**  
 (22 day pp = 176 hrs; 21 day pp = 168 hrs)

\_\_\_\_\_ (timebase) = \_\_\_\_\_  
 \_\_\_\_\_ (timebase) = \_\_\_\_\_  
 Actual Scheduled Hours = \_\_\_\_\_  
 (from Irregular Work Schedule below)

- EH01 Excess Hrs Used - \_\_\_\_\_
- EH05 Excess Hrs Earned + \_\_\_\_\_

Include all dates in pay period; see State Pay Period Schedule. Employees working Irregular Work Week must indicate daily work schedule below.

Pay Period Dates	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	TOTAL HOURS	
Irregular Work Sched																																			

Absences with Pay																																					
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HC01																																					HC01
ADML																																					ADML

Absences without Pay																																				
A																																				A
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Alternate Day Off, Holiday Credit, and CTO																																					
ADO																																				ADO	
HC05																																					HC05
CTO P																																					CTO P
CTO S																																					CTO S

CA Yf																																				

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DISAB LV																																				DISAB LV	
FMLA																																					FMLA
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Medical Appointment  Dental Appointment  
 Comments and family relationship when using Sick Leave Family:

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.

<b>Payroll Use Only</b>
Initials
Date Entered

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_