

## Instructions: Student Help/Temporary Classified Absence Report

- Complete form with employee's Full Name and employee W-ID number, and check the corresponding box (student Help/Work Study or Temporary Classified Employee).

### STUDENT & TEMPORARY CLASSIFIED EMPLOYEES

Student Employee (Student Help/Work Study)

Temporary Classified Employee

- Type in SIC for reason code for sick time; enter number of hours for each date the employee is claiming sick time; enter the budget line to use to pay the employee for sick time.

DATE	REASON CODE (SIC or WKC)	RELATIONSHIP, IF LEAVE FOR FAMILY MEMBER	HOURS		BUDGET LINE #s
25	SIC		04	00	1

- Type in Total Hours to be charged to each budget, filling in each of the four boxes (I.e.: 4 hours should read 0 4 0 0).

Budget Line #	TOTAL HOURS ABSENT (by budget number)			
1	0	4	0	0

- Type in the STU or TCL budget for sick leave hours to be charged.
  - Budget must be a budget account listed on the employee's Intent to Employ.
  - For FWS students, Federal Work Study funds are not allowed to be used to pay student employees for SIC time. Please use a 2303 STU department budget to pay all student help/federal work study SIC time.

visor.

BUDGET						
ACCT	FD	ORG	PROG	PROJECT CODE	PAY RATE	JOB REC # if known
1234	11	AR.XX.XXXX	12345	123A	\$16.50	

5. Type in Name of Employee and Name of Supervisor or Department Manager (no electronic signatures).
6. Type in Date of Signatures.
7. Type in Name of Department, and department Phone Extension.
8. Submit employee ABSENCE REPORT along with a PDF of the employee's ONLINE TIMESHEET during payroll to ARC BSO Payroll