

Instructions for Student Help/Temporary Classified Absence Report

1. Complete form with employee full Name and employee ID number.
2. Type in hours per day that are being claimed as sick on the Right side of the form for each date.
3. Type in Total Hours to be charged to each budget, filling in each box (example: 4 hours should read 0 4 0 0)
4. Type in budget for sick leave hours to be charged to. Budget must be a budget account listed on the Intent to Employ. (Cannot use FWS budget, must use 2303 budget listed on student help intent)
5. Type in Name of Employee, ID number and Name of Department Manager, ID number (no electronic signatures)
6. Type in Name of Department.
7. Complete the Count of Days employee is claiming sick. (Only include days not accounted for in the regular Payroll timesheet.)

For example, employee reporting 3 sick days, however, on one of the days, employee worked 2 hours and went home claiming 4 sick hours. Total count of days should only be 2 days. The one (1) day employee worked 2 hours will be reported in the regular timesheet and not counted in Absence Report)

Absence Report		Regular Timesheet	
4/4/22	4.00	4/4/22	0.00
4/5/22	6.00	4/5/22	0.00
4/6/22	4.00	4/6/22	2.00
Count of days=2		Count of days = 1	

8. Submit employee **ABSENCE REPORT** along with **TIMESHEET** during payroll to **ARC BSO Payroll** email.