



## Absence Report Frequently Asked Questions

### **Where can I get a blank absence report form?**

You can obtain an absence report form from your department secretary or business services officer. They are a three part form and cannot be printed from any website.

### **When do absence reports have to be turned in?**

Absence reports must be filled out and received by HR by 5:00pm on the Wednesday of the pay week following the week or weeks (no more than 2 weeks) in which the time was used.

### **Who do I turn my absence report into?**

The white copy goes to Human Resources (MS 205) for processing.

### **Who is responsible for filling out the absence report?**

The employee or supervisor fills out, but the form must have both signatures to be processed. Extended leave exception: If the employee is out for an extended leave time and the employee is unable to complete the form the department can complete the form, but only for use of the employee's sick time unless on an approved medical leave such as FMLA, then all leaves can be used with sick being the first. Available vacation time is used at the discretion of the employee with the exception of an approved medical leave. The employee can contact HR or their supervisor in writing to use their vacation time as opposed to going on unpaid leave if they will be out for an extended period of time.

### **Can I make changes to an absence form that is already turned in?**

Not usually. Keep in mind that an absence report is a legal binding document and therefore before you sign it, be sure it is correct.

### **How do I report Jury Duty on an absence report?**

Along with the absence report the employee must include a letter from the court stating that they served and date/s served. You can ask for this letter when you check in for Jury Duty. The summons you receive in the mail notifying you of Jury duty is **NOT** acceptable documentation. Any monetary compensation given to the employee by the court is property of the employee and the University does **NOT** need to be notified of this.

### **How do I report my Comp Time? (Union Members Only)**

When reporting comp time, a blue time card is filled out with the hours and appropriate information and sent to payroll. The comp time usage is reported on a separate absence report & turned in directly to payroll. The absence report with comp time is on the same deadline as timecards, which are due on non-pay Friday..

**Do I get to keep a copy of my absence report for my records?**

Yes, the employee keeps the Pink Copy of the completed absence form. This is the same on both the old and new versions of the absence report forms.

**I have seen two different forms. Which is the one I should be using?**

At this time you can use either form. We are phasing out the smaller ½ sheet form and only as departments reorder the form will they receive the new ones. How long this will take depends on the stock that the department has on hand.

**Are there any differences that I should know about between the old and new forms?**

The old smaller form asks for your social security number. Please ignore this and only put down your rocket number.

The descriptions for the reasons for usage are only printed on the back of the pink copy of the form on the old smaller version. They have been improved and displayed on the bottom of the page on the new form for easier viewing.

**Remember!** Under the reason for usage (on the ½ sheet forms) you need only include information for sick leave use by noting the relationship of the individual that was sick, not the nature of the sickness. In the case of bereavement the name and relationship of the deceased is required.

**The new Absence Report asks for my position number. Where can I get that number?**

You can ask your Business Services Officer or Department Secretary to look it up in the Banner personnel system. The position number is needed because if your position is paid from a couple of different accounts or grants this will help HR and Payroll make sure the correct departments are being charged.

**Questions?**

**Call Human Resources at 419-530-1470 or 419-530-1480**