

FACULTY ABSENCE AND SUBSTITUTE SUMMARY

This report is used to record day-to-day absences of full-time and adjunct faculty and/or partial (fractional) absences and/or to calculate half-pay or unpaid faculty absences.

Location:									Day:	Date:					
Instructor		Absence				Duty Hours Scheduled			% of Day Absent	Substitute					
Name	Employee Number	Reason	Hours							Name X Signature	Employee Number	Dept	Subject	Hours	
			07xx	08xx	Office	07xx	08xx	Office							
<i>Example:</i>															
Techster, T.	123456		2.00	3.00	1.00	2.00	3.00	1.00	100%	X	Victor Valle	7654321	Construction	Plumbing	5
Books, B.	654321			3.00	1.00	3.00	3.00	1.00	57%	X	Harry Husky	234567	English	English	3
									100%	X					
									100%	X					
									100%	X					
									100%	X					
									100%	X					
									100%	X					
									100%	X					
									100%	X					
Instructions:	<ul style="list-style-type: none"> • Normal Absence: Use default 100% listed for "% of Day Absent." • Partial Absence: Record "Absence" and "Duty Hours Scheduled." <i>Excell</i> will compute percentage absent. • Unpaid or Half Pay Absence: Record "Absence and "Duty Hours Scheduled." SAP will compute effect on pay. 														