

## 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		07xx	08xx	Office	Name X Signature		Employee Number	Dept	Subject	Hours		
<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					

**Instructions:**

- Normal Absence: Use default 100% listed for "% of Day Absent."
- Partial Absence: Record "Absence" and "Duty Hours Scheduled." *Excell* will compute percentage absent.
- Unpaid or Half Pay Absence: Record "Absence and "Duty Hours Scheduled." SAP will compute effect on pay.