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 and Name of Department Manager (no electronic signatures)

6. Type in Name of Department.

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