**UCSD DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**  
**MONTHLY ABSENCE / OVERTIME REPORT**

**Instructions:** Complete top portion of form, entering name, current pay period, and type of appointment. Enter index(es) from which you are paid. Enter absence and overtime hours on the appropriate day of the month, using codes below. Do not enter regular work hours. Record actual absence/overtime for the first two weeks of the month, project time for the rest of the month. Total hours for various codes below current month. If there are any adjustments to previous month’s time (additional absences or overtime), record in the second chart. Sign sheet and forward to supervisor for approval. **DUE TO CSE HR COORDINATOR BY THE 15TH OF EACH MONTH (PRIOR WORKDAY IF THE 15TH FALLS ON A WEEKEND OR HOLIDAY).**

<table>
<thead>
<tr>
<th>NAME (Please print):</th>
<th>PAY PERIOD:</th>
<th>MONTH:</th>
<th>YEAR:</th>
</tr>
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<tbody>
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**TYPE OF APPOINTMENT:**
- CAREER
- LIMITED APPT
- ACADEMIC

<table>
<thead>
<tr>
<th>INDEX</th>
<th>ACTUAL</th>
<th>PROJECTED</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1 2 3 4 5 6 7 8 9 10 11 12 13 14</td>
<td>15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31</td>
</tr>
<tr>
<td></td>
<td>Code HRS</td>
<td>Code HRS</td>
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</tbody>
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<thead>
<tr>
<th>SUMMARY TOTALS:</th>
<th>SICK</th>
<th>VACATION</th>
<th>OVERTIME</th>
<th>OTHER</th>
<th>Code(s):</th>
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</thead>
</table>

**ADJUSTMENT TO PREVIOUS MONTHS TIME?**
- YES
- NO

**Name:**

**Department Review Date:**

**Absence and Overtime Codes**
- V: Vacation
- CTE: Comp Time Earned
- LWOP: Leave Without Pay
- S: Sick
- CTT: Comp Time Taken
- OT: Overtime
- J: Jury Duty

**Employee Signature**

**Date**

**Supervisor Signature**

**Date**

**Department Review**

**Date**