

Manual Absence Report-Salaried Employees

Dexter Community Schools

Absences of salaried employees must be recorded by the employee in eSuite during the pay period.
 If time was inadvertently not reported, a manual report must be completed by the employee to report the absence.

Name _____
Employee# (from your paycheck) _____
Building/Department _____

Job	Hours Code	Date	Day			Days
	(Sick, Personal, Vacation, Funeral)					
Total days reported						

Employee Signature _____

Date _____

I certify that this report is true and accurate.

Reviewed and Approved by _____

Date _____

All absences for a fiscal year are due June 30.

For Business Office Use:	Payroll	Pay #
		Paydate