

## Absence & Additional Time Worked Report

**Absence Reporting:** Absences for a pay period are reported on the Absence and Time Worked form (STD 634): <http://www.csustan.edu/hr/hr/Apps-Forms-Policies-Procedures/Documents/Payroll/std634.pdf> . Absence reports are due in the Payroll Office by the 5<sup>th</sup> working day following the close of a pay period (November 2008 absence report is due December 5<sup>th</sup>).

Accrued vacation, sick leave and Compensatory Time Off (CTO) are typically reported in full day increments but can be charged in tenths of an hour increments as demonstrated in the conversion table below:

CONVERSION TABLE		
Minutes		Tenths
1-6	-	.1
7-12	-	.2
13-18	-	.3
19-24	-	.4
25-30	-	.5
31-36	-	.6
37-42	-	.7
43-48	-	.8
49-54	-	.9
55-60	-	1.0

(NOTE: Report fractions of hours in tenths)

### EXCEPTIONS:

**Exempt Status employees:** Some position classifications in the CSU have an 'Exempt' status, as outlined by the Fair Labor Standards Act (FLSA), which makes them exempt from being paid overtime for additional hours worked in a normal work week. With the exception of Exempt status employees on an approved Family and Medical Leave, these employee types cannot be charged for absences of less than a full day.

**Intermittent employees:** Eligible hourly employees can charge leave credits only for the number of hours they are normally scheduled to work.

**Signatures:** The employee and supervisor must sign the Absence & Time Worked form upon completion of the current pay period and submit to Payroll Office by the 5<sup>th</sup> working day following the close of a pay period (November 2008 absence report is due December 5<sup>th</sup>).