

California State University, Long Beach
ABSENCE AND ADDITIONAL TIME WORKED REPORT

PAY PERIOD (Month/Year)	UNIT	DEPT ID	TIMEKEEPER'S NAME	TIME BASE/FTE	Indicate Alternate Work Schedule:
NAME Last	First	Initial	EMPLOYEE ID	EMPL REC	

TIME REPORTING CODE LEGEND

AWS: Alternate Work Schedule (Hours worked) ADO: Additional Day Off Earned ADOT: Additional Day Off Taken CIT: Citizen Time Off CTO: Compensatory Time Off (Using Time) CTPR: Compensatory Time Earned (Premium) CTST: Compensatory Time Earned (Straight) DOCK: Approved Leave Without Pay or AWOL EM: Excess Hours Minus	EP: Excess Hours Plus FL: Funeral Leave JD: Jury Duty. Also used for subpoenaed witness ML: Military Leave MPA: Maternity/Paternity/Adoption Leave OTPR: Overtime (Premium Time) OTST: Overtime (Straight Time) PDL: Professional Development Leave PH: Personal Holiday Taken	PL: Parental Leave (Units 2,4,5,7 & 9 only) SHE08: Shift Evening R08 SHGRV: Shift Graveyard SHSUN: Shift Sunday SHSWG: Shift Swing SL: Sick Leave SLD: Sick Leave (Death in Family) SLF: Sick Leave (Family) VA: Vacation
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DATES OF ABSENCES AND EXTRA TIME WORKED (Enter number of hours in date blocks)

	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	TOTAL
TIME REPORTING CODES (Signature below confirms that CTO/CTPR/CTST was pre-authorized by the Appropriate Administrator.)																																		
AWS*																																		
ADO																																		
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CIT*																																		
CTO*																																		
CTPR																																		
CTST																																		
EM																																		
EP																																		
FL*																																		
JD*																																		
PDL*																																		
PH*																																		
SL*																																		
SLD*																																		
SLF*																																		
VA*																																		

* When reporting these TRC's, add hours to calculate Excess Hours.

INFORMATIONAL ITEMS ONLY (note all DOCKS must be reported to Payroll on an Absences without Pay Form)

DOCK																															
ML																															
MPA																															
PL																															

THE FOLLOWING CODES GENERATE PAY (Signature below confirms OTPR/OTST was pre-authorized by the Appropriate Administrator.)

OTPR																															
OTST																															
SHE08																															
SHGRV																															
SHN08																															
SHSUN																															
SHSWG																															

CERTIFICATE BY EMPLOYEE

To the best of my knowledge and belief, the facts stated are accurate and in full compliance with legal requirements.



EMPLOYEE SIGNATURE

DATE

SUBSTANTIATION OF SUPERVISOR THAT EXTRA HOURS HAVE BEEN WORKED:

- EXTRA HRS WORKED ARE AUTHORIZED FOR COMP TIME OFF (CTO)
- EXTRA HRS WORKED ARE AUTHORIZED FOR PAYMENT



SUPERVISOR SIGNATURE

DATE

COMMENTS:

All absence & additional time worked reports must be retained at the department for five years for audit inspection on demand.