



MONTHLY ATTENDANCE SUMMARY FORM

Instructions for using Monthly Attendance Summary

The Monthly Attendance Summary can be used for these purposes:

1 – This form is used to submit corrected employee absences to Payroll for takes that cannot be submitted online through Absence Management. Reasons a correction would need to be submitted to Payroll would include:

- a. The correction is more than 3 months old
- b. A previously submitted absence was incorrectly submitted and approved

Example: Time reported on 11/04/2012 was submitted and approved Vacation Take but should have been submitted as Sick Take – Self. Since the time had already been approved, it would need to be corrected by Payroll.

Example:

ATTENDANCE REPORTING

Original Submittal (required when submitting a correction)

No Time Taken

	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
				8V								2S																			

Corrected Submittal (completed top line as originally submitted)

No Time Taken

	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
				8S								2S																			

If the document is used to submit a correction to time previously entered into Absence Management, then the document should be signed by the employee and the employee’s manager or department chair and a copy sent to Payroll. The original should be retained in the department for five years as a source document for audit purposes.

2 – This form can be used as an internal department record. A department can choose to continue requesting that employees complete this form and provide it to the department timekeeper as a way for the timekeeper to verify time used and keyed data into the Absence Management system each month.