**Use only for Prior pay period correction**

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| --- |
|  SOUTHERN CONNECTICUT STATE UNIVERSITY **BIWEEKLY ATTENDANCE/ABSENCE REPORT/ COMPENSATORY SHEET**  |
| EMPLOYEE NAME: |  | BARGAINING UNIT: |
| DEPARTMENT: |  |  |

 **SCHEDULED HOURS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Example | FRI | SAT | SUN | MON | TUES | WED | THU | FRI | SAT | SUN | MON | TUES | WED | THU |
| 1/1/09 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| X |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **X-Present for day** | **S-Sick** | **SFFNR-Family Funeral** | **HOL-Holiday** | **ULU-Unauth Leave** | **WW-Weather closing** |
| **V-Vacation** | **SP-Medical/Appt** | **ULAW- Auth Leave**  | **HWKD-HolidayWorked** | **LADLV-Admin Leave** | **LUBLP-Union Business** |
| **PL-Personal Leave** | **SFAM-Sick Family** | **DOI-Date of Injury** | **CU-Comp time used** | **LJURY-Jury Duty** | **RTRNG-Training** |
| **LCVCF-Conference** | **SFNRL-Funeral** | **ULTAR-Tardy** | **HCU-Holiday Comp Used**  | **SUS-Suspension** |  |

# ADDITIONAL HOURS WORKED

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Example | FRI | SAT | SUN | MON | TUES | WED | THU | FRI | SAT | SUN | MON | TUES | WED | THU |
| 5:00-7:00  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 hrs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

***\*\*\*\* Please provide a brief explanation for this revised timesheet.***

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

###  Vice Pres/Dean Signature and Date

  **Employee’s Signature and Date Supervisor’s Signature and Date**

 ***BY SIGNING ABOVE, I ATTEST TO THE ACCURACY OF THIS ATTENDANCE REPORT***