

Absence Change Form

DO NOT ENTER INTO SDS - FORWARD TO PAYROLL FOR DATA ENTRY

This form is to be used to advise Payroll of absence/replacement changes **AFTER** data entry cut-off date. Send the absence change form to through the Timecard Button, do not fax it.

School Loc # Sunday (MM DD YR) TO Saturday (MM DD YR) Prepared By

Date (s)	ID Number	Absent Employee	AM/PM	Daily Absence FTE/HR	Absence Reason

Date Approved: \_\_\_\_\_

Certified Correct: \_\_\_\_\_  
Principal or Designate