

## HOURLY INSTRUCTIONAL STAFF REPORT OF ABSENCES

PAYROLL REPORT NO: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

DUE DATE: \_\_\_\_\_

ABSENCES (Report from filing date of last report through current date. If no absences state "Nothing to Report").

PERIOD: \_\_\_\_\_

NAME	TITLE	RATE OF PAY PER HOUR OR PER SEM. HR	ABSENCE DATE & REASON	ABSENCE HOURS

THIS REPORT should be used for adjunct titles. Exclude titles within the "Special Groups" series of UFCT Contract. See Schedule 1 for "Special Groups" deadline.