California State University, Los Angeles Absence Correction Form (Form AM 634)

Nam	e:														Colle	ectiv	e Bar	gaining	Unit:	
			First			МІ			L	ast										
Empl	. ID: _						[Depa	artm	ent:	_						[Dept ID):	
	NTH:																	_		
Orig	inal A						1											1	o Timo	e Taken
	1	2	3	4	5	6	7	8	- !	9	10		L1	12	$\frac{1}{1}$.3	14	15		
	16	17	18	19	20) 2:	1 2	2	23	2	4 2	25	26	6 2	27	28	29	30	31]
Cori	ected	d Sub	mitta	al		ı	·						<u>. I </u>] No	Time	Taken
COII	1	2	3	4	5	6	7	8		9	10	1	1	12	1	3	14	15		raken
	16	17	18	19	20	21	. 22	, T	23	24	1 2	5	26	2	7	28	29	30	31	
	10	1/	10	19	20	21	. 22	- -	23	2	+ 2	5	20	' -	<u>'</u>	20	23	30	31	
	s to b							J						_	1					
	Sick Le Sick Le			lv*							Sick Fune				nily [Deatl	n / Be	reaver	nent Le	ave*
(V)	Vacati	ion		1					((T)	СТО	Tak	en							
	Persor Jury D		liday								Mate Milit		-		nity	Leav	⁄e			
	Inform		ve Gra	anted	(dock	ed)					Unio			C						
	Absen								OL –	doc	ked)									
	ist prov ocumer								emp	loye	e's de	part	ment	t. Cop	y of	Milit	ary o	rders m	ust be	submitted to
	oll Servi ments:																			
COIII	illelits																			
_	IFICAT e best o	_		_						_		and	in ful	ll com	pliar	nce w	ith leg	gal requ	irement	S.
											_									
Empl	oyee's	Signa	ture					Dat	te		Δ	ppr	over	r					Dat	:e

California State University, Los Angeles Absence Correction Form (Form AM 634)

Instructions for using the Absence Correction Form

When an employee needs to correct an absence that cannot be submitted online through Absence Management, the Absence Correction Form should be completed. The following situations warrant submission of this form:

- a. the correction is more than 3 months old (absences that were never submitted and correction of a previously submitted absence)
- b. a current month absence was incorrectly submitted and approved by the department but not processed by Payroll Services.

For example: time reported on 1/04/12 was submitted and approved as Vacation, but should have been submitted as Sick – Self. Since the time had already been approved, it needs to be corrected on-line by Payroll Services.

For Example

MONT		nca Sul	01 hmitter	- Hranni	radwh		2012		ction		NoTim	e Taken				
Oligili	Original Absence Submitted (requi					6	7	8	9	10	11	12	13	14	15]
				8V												
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	Corrected Submittal															
Correc	ted Sul	bmittal	•	•				'					□ N	o Time i	Taken	
Correc	ted Sul	omittal 2	3	4	5	6	7	8	9	10	11	12	□ N	o Time	Taken 15	
Correc	ted Sul		3	4 8S	5	6	7	8	9	10	11	12				
Correc	ted Sub		3		5	6	7	8	9	10	11	12				
Correc	ted Sult		3		5 20	6 21	7 22	8 23	9 24		11 26	12				31
Correc	1	2		85									13	14	15	31

If submitting a correction to time previously entered into Absence Management, the employee and the employee's manager or department chair sign the form (same signatures as used on Attendance Form 634) and send a copy to Payroll Services. The original should be retained in the department for seven years as a source document for audit purposes.