

## Management Services

# Records Management

## UM System Forms

### Human Resources Forms

#### Completion Instructions For Monthly Absence Summary

Absences (i.e., paid time off) are typically recorded in one of the University timekeeping systems (e.g., Time & Labor, Kronos, etc.). This form may be used as additional documentation for absences that are covered by the Family & Medical Leave Act (FMLA) or in situations where employees do not have access to enter paid time off in an online timekeeping system. Following are the instructions for completing this form. If you have questions, check with your supervisor or Human Resource Services.

1. **Month:** Populate this field with the month under report.
2. **Year:** Populate with appropriate calendar year of the absence. Example: 2010
3. **Employee Name:** Record last name, first name, middle initial. Ex: Doe,Jane B.
4. **EmplID:** Record eight-character identification number. This number is used as a unique identifier.
5. **Department Name:** Record the PS code for your home department. Example:  
CHUMNRESSV
6. **Date:** No entry required for this field. The numbers represent the day of the month.
7. **Vacation/Sick Leave/Family Sick Leave/Personal Days:** Record the number of hours you were absent on a specific date under the column that describes the type(s) of paid time off used to cover the absence (i.e., vacation/sick/family sick/ personal.) Report the paid time off to the nearest tenth of an hour.

#### Minutes to Tenths of Hours Conversion Chart

Minutes Worked

Convert To

Minutes Worked

8. **Other:** Use this block to report absences other than vacation, sick, family sick, or personal.

**Description**

**Type**