



TimeClockPlus Absence Reporting Log

School/Department Name: _____

| Date | Name | Number of Hours | Reason for absence (ACA/Comp) | Requested in TimeClockPlus (Y/N) | Employee Signature |
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Enter absences in employee’s TCP timecard and keep on file at school/department.
**Employees should request all time off requests for payment in TCP. Once Supervisor-approved, it will transfer into their timecard automatically.