EXEMPT ATTENDANCE REPORT

Employee's ID #: _____

Employee's Name: _____

Work Week Ending: _____

It is necessary that a record of all time be kept on file. Please <u>check the box(es) below and indicate he date and explanation, if appropriate.</u>

☐ **I was not absent during the referenced work week.**   ☐ **I would like to use State days first for the following absence(s). If selected, correction form needed.**
☐ **I was absent on the following date(s).**

Date	Absence Code	Hours	Reason

REASON FOR ABSENCE CODED		
Will Decrement PTO	**Will NOT Decrement PTO**	**Leaves Approved Through Benefits Outlook**
DSTD DOCK STAFF DEV	**AABS APPROVED ABSENCE**	**INTM INTERMITTENT LOA**
FDTH DEATH IN FAMILY	**AUIL APPR ABSENCE UIL**	**LOAF FAMILY LOA**
FILL FAMILY ILL	**ADRL ADMIN EARLY RELEASE**	**LOAH HARDSHIP LOA**
PBUS PERS BUS	**DOCK NO PAY**	**MEDE EXTENDED LOA**
PILL PERSONAL ILL	**DJUR JURY DOCK**	**MIL MILITARY**
WC WORKERS COMP	**FAIR FAIR DAY**	**PROF PROFESSIONAL LOA**
	JURY JURY DUTY	**Administrative LOA Through Employee Relations**
	SUBP SUBPOENA	**LOAA ADMIN LOA**
	BVMT BEREAVEMENT	
	CALA CAMPUS ASSAULT	
HWRK NONDUTY WORKDAY - Will Increment Comp Balance only		
HWRK USED – Will Decrement Comp Balance only		
NDTY NON DUTY USED - CENTRAL STAFF ONLY – Will Decrement NDTY Balance only		

☐ **There are days that I worked but did not clock in.**

Date	Hours Worked	Attendance Code	Reason
		NBCI NO BIO CLOCK IN	
		NBCI NO BIO CLOCK IN	
		NBCI NO BIO CLOCK IN	
		NBCI NO BIO CLOCK IN	

☐ **Time recorded on the Time clock Detail Report does not accurately reflect my hours worked–adjust as follows.**

Date	Hours Worked	Comment

_____   _____
Employee's Signature   **Date**

_____   _____
Supervisor   **Date**

_____   _____
Department Head, Manager   **Date**

NDTY days are non-paid days. If you separate from the District before August 31st and used **NDTY** days, they will not be included in the final calculation of days worked. You can contact your payroll specialist at notifypayroll@dallasisd.org for information on how to handle the **NDTY** days.