

**Manual Absence Report-Salaried Employees**

**Dexter Community Schools**

Absences of salaried employees must be recorded by the employee in eSuite during the pay period.  
 If time was inadvertently not reported, a manual report must be completed by the employee to report the absence.

**Name** \_\_\_\_\_  
**Employee# (from your paycheck)** \_\_\_\_\_  
**Building/Department** \_\_\_\_\_

Job	Hours Code	Date	Day			Days
	(Sick, Personal, Vacation, Funeral)					
<b>Total days reported</b>						

**Employee Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*I certify that this report is true and accurate.*

**Reviewed and Approved by** \_\_\_\_\_

**Date** \_\_\_\_\_

*All absences for a fiscal year are due June 30.*

For Business Office Use:	Payroll	Pay #
		Paydate