

Documentation for Absences

Document	Where to Send	Deadline
Overtime & CTO Earned	Payroll Department	Blue rectangle ■ on Payroll calendar (Final Attendance Due in Payroll by 10 a.m.)
Jury Duty form from Court	Payroll Department	Yellow Diamond ◆ on Payroll calendar (Approve Time for Time and Labor and Abs Mgmt by 10 a.m.)
Military Leave	Payroll Department	Yellow Diamond ◆ on Payroll calendar (Approve Time for Time and Labor and Abs Mgmt by 10 a.m.)
Medical Documents	HRM	Yellow Diamond ◆ on Payroll calendar (Approve Time for Time and Labor and Abs Mgmt by 10 a.m.)
Change in Work Schedule	Payroll Department	Upon hire if different than 5/40 or when the schedule changes
Docks (can use Form 634)	Payroll Department	As soon as signed by employee, supervisor, chair/dean/mgmt
Individual Attendance Report that does not have a dock indicated (Form 634 w/o SSN)	Keep in college/department	In time for timekeeper or approver to review on-line

Payroll calendar available at <http://www.calstatela.edu/univ/payroll/calendar.php>

CSU Retention Schedule [http://www.calstate.edu/recordsretention/documents/Personnel\\_Payroll.pdf](http://www.calstate.edu/recordsretention/documents/Personnel_Payroll.pdf)