Absence Changes

Employee Name:_____ **Employee ID #:** _____
Campus/Department: _____ **Date of Absence:** _____ **Job #** _____

SmartFind Express (SFE)

I request my absence to be changed as follows:

___ Reported reason of absence as _____ and should be changed to _____
___ Reported time of absence as _____ and should be changed to _____
___ Reported date of absence as _____ and should be changed to _____
___ Absence on _____ should be _____ day instead of ____ day.
date (Either 1/2 day or 1 day)
___ Reported absence **"After the Fact".** Called SFE after the absence occurred.
The correct date of absence is _____
___ Cancel my absence. Explain: _____
___ Other: _____

Failed to Report Absence:

Absence Reason: _____ Start Time: _____ End Time: _____
Explain why absence was not reported SFE. _____
_____

Request Payment for Substitute:

____ Substitute Name: _____ ID#:_____
____ Date(s) of Substitute Assignment: _____
____ Total Days of Assignment: _____
Was absence reported to SFE? ____ Yes ____ No
Was absence reported to SFE but not assigned? ____ Yes ____ No
Other: _____
_____

_____ _____
Employee Signature Date

_____ _____
Principal/Supervisor Signature Date

_____ _____
Human Resources Date

Human Resources Use Only

Request changed in SFE: _____
Not on SFE Sub Report: _____
Entered absence into SFE: _____ Job# _____
Submitted to payroll: _____

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