



Time and Absence Final Leave Balance Reporting

Name

Employee ID Hire Date

FTE Pay Group

Current Vacation Hours Current Sick Hours

Absences Not Yet Recorded

Vacation Hours (1) <input type="text"/>	Date <input type="text"/>	Sick Hours (1) <input type="text"/>	Date <input type="text"/>
Vacation Hours (2) <input type="text"/>	Date <input type="text"/>	Sick Hours (2) <input type="text"/>	Date <input type="text"/>
Vacation Hours (3) <input type="text"/>	Date <input type="text"/>	Sick Hours (3) <input type="text"/>	Date <input type="text"/>
Vacation Hours (4) <input type="text"/>	Date <input type="text"/>	Sick Hours (4) <input type="text"/>	Date <input type="text"/>

Payroll Adjustments

Vacation Hours (1) <input type="text"/>	Date <input type="text"/>	Sick Hours (1) <input type="text"/>	Date <input type="text"/>
Vacation Hours (2) <input type="text"/>	Date <input type="text"/>	Sick Hours (2) <input type="text"/>	Date <input type="text"/>

Accruals

Vacation Hours (1) <input type="text"/>	Date <input type="text"/>	Sick Hours (1) <input type="text"/>	Date <input type="text"/>
Vacation Hours (2) <input type="text"/>	Date <input type="text"/>	Sick Hours (2) <input type="text"/>	Date <input type="text"/>

Transfer Institution

Transfer Vacation Balance Transfer Sick Balance

Transfer Educational Support
Leave Balance

Final Vacation Balance Final Sick Balance

Ending Balance Posted Time and Absence Specialist

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