

Instructional Faculty Attendance Form

TO: Payroll Office
Gelsi & Young 325
Fax X50083
payroll@easternct.edu

Department:

Pay Period Ending:

No absences reported for the above payroll period.

The following absences are reported for the above payroll period.

Name	Date	Hours	Reason [i.e. sick, PL...]

Department Head's Signature

Date

Dean's Signature

Date