



Amended Absences

Print Form

Payroll

Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 761-4025 || F: (907) 761-4084

Special Instructions: Employees: Submit additional or amended absences to site/department Administrative Secretary to enter. Administrative Secretary: If this form is received *prior to* the Payroll "Due Date," enter the information in the District's absence management system and do NOT submit this form to Payroll. If this form is received *after* the Payroll "Due Date," enter the information in the District's absence management system and DO submit this form to Payroll at Payroll@matsuk12.us

Employee Name:

Employee ID #:

| Date | Previous Total | Absence Code Used | Correct Total | Correct Absence Code |
|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Explanation of Your Amended or Unentered Absences:

My signature certifies that the absences and amendments recorded on this sheet are correct.

Employee Signature

Date

Supervisor Signature

Date