

MOTT COMMUNITY COLLEGE

DEPARTMENTAL APPROVAL AND DATA ENTRY FORM

Name _____ Datatel ID _____ Employee Group _____

LEAVE BANKS	<u><i>Date(s) and Hours</i></u>
	VACATION (Request and approval should be made in advance.) _____
	SICK & EMERGENCY (Includes - but not limited to - personal illness, spouse/dependent illness, death in family.) _____
	PERSONAL BUSINESS (Request and approval should be made in advance. Personal business is to be used for activities that cannot be completed outside of normal business hours.) _____
	OCCURRENCE TIME (PSO) _____
	PAID TIME OFF _____
	COMPENSATORY (COMP) TIME EARNED (+) (There is a maximum accrual allowed. See individual Bargaining Agreements for applicable rules.) _____
COMPENSATORY (COMP) TIME USED (-) _____	

MISCELLANEOUS ABSENCES	<u><i>Datatel "Comment" Code</i></u>	<u><i>Date(s) and Hours</i></u>
	Jury Duty (Paid) PDJD	_____
	Union Business (Paid) PDUB	_____
	Union Business (Unpaid) UPUB	_____
	Military Leave (Paid) PDML	_____
	Military Leave (Unpaid) UPML	_____
	Personal Time—Approved (Unpaid) UPLA	_____
Personal Time—Unapproved (Unpaid) UPLU	_____	

OTHER	<u><i>Reason</i></u>	<u><i>Date(s) and Hours</i></u>
	OVERTIME _____	_____
	SUBSTITUTE NEEDED? _____ Yes _____ No _____	_____
SUBSTITUTE NAME _____		_____

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

SUPERVISORS AND/OR DATA ENTRY OPERATORS:

According to the collective bargaining agreements, employees may not use leave time until it is earned. Therefore, they cannot carry negative balances in their leave banks or borrow against future accruals. Please check leave balances before approving and/or entering hours in Datatel.

Entered in Datatel by: _____

Date: _____