



University of Notre Dame  
HR/Payroll  
Form Instructions

**Weekly Report of Absence & Overtime or Additional Hours Worked**

**Who uses this form:** All non-exempt, salaried staff & their supervisors

**How is this form used:** To report any time away from work taken by a non-exempt salaried staff employee. Also used to report any hours worked by a non-exempt salaried staff beyond their regular schedule.

**Instructions:**

1. Name – Employee fills in full name
2. ND ID/Net ID – Employee fills in ND ID (ND ID is the nine digit number located on the back of the Notre Dame ID cards)
3. Department – Employee fills in name of the department where he or she works.
4. Normal Hours Worked/Week – Employee fills in normal hours worked in week (out of a possible 40)
5. Report of Absence & Overtime - In the column for the appropriate day of the week, the employee completes the following information:
  - a. Date – the date the time away from work or overtime occurred.
  - b. No. of Hours – the number of hours the employee was away from work or the number of hours of overtime the employee worked.
  - c. Code – the code for the reason for the time away from work or overtime. A drop down box is available to select if employee is completing form on-line.
6. Absence & Overtime Codes - The employee fills in the total hours for the week related to each absence/overtime code
7. Reason for Absence(s) – Employee enters additional information about reason for absence (i.e. doctor's appointment, relationship to deceased for funeral, etc)
8. Reason for Overtime or Additional Hour(s) Worked – Employee enters reason for additional hours/overtime.
9. Employee Signature – Employee signs and dates form to verify accuracy of information
10. Supervisor Signature – The employee's supervisor signs and dates the form to verify the accuracy of the data.
11. The employee or department routes the completed form to Payroll Services, 724 Grace Hall.